

Working with the New Annual Report System



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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
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we make housing affordable™



Today is Part 3 of a Webinar Series

June Webinars

June 5 recording:

<https://vimeo.com/340487039>

June 27 recording:

<https://vimeo.com/344886777>

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What will be covered

- Review of Deadlines
- SHIPDATA Updates
- Annual Report Topics
- One SHIP Administrator's Story
- Demonstrations to Answer Questions

Handout

- Updated SHIPDATA Spreadsheet
- Annual Report Instructions

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

Don't Miss the

DEADLINE!

No extension for submitting Annual Reports
Due September 15th

FAQ on SHIPDATA Spreadsheet

Why do I get an error when I update my SHIPDATA spreadsheet: “Check Form Version #”?

- You must place your data on the newest version of the upload spreadsheet, available on the “References” tab.

Should I round to the nearest whole number?

- There is no rounding on the SHIP annual report.

Why can't I sort this data?

- Actually you can. Select fields but not headers.

SHIPDATA “Unit Counted” Column

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

- Unit Counted In Another Year: rarely used
 - Similar: unit assisted by 2 strategies on same report
- Report this for the smaller amount provided.
- Example: Ms. Smith’s replacement home was paid by 13/14 (\$60,000) and 14/15 (\$30,000). Click ‘Unit Counted’ on 14/15 amount to indicate 13/14 was involved.

Rental Development TAB

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

- **Wrong from last webinar:** Add tenants in SHIP funded units on 'Applicant Level Data' with \$0 of SHIP funds expended
- Correction: **The annual report pulls expenses from 'Applicant Level Data' so include per unit expense**
- Total expense divided by # of units = Per Unit Expense

Manufactured Housing

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

Applicant Level Data | Rental Developments | (+)

Structure Type: Single Family SF Home, Townhome, Condo, Manufactured Housing, Apartment, other

- Manufactured Housing constructed after June 1994 is eligible housing
- When replacing a manufactured home, the replacement unit must be newer than June 1994



QUESTIONS

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One SHIP Administrator's Story

Tammy Harris, Housing Services Director
Citrus County Dept. of Community Services

Tammy.Harris@citrusbocc.com



Annual Report Topics

Log In

Email Address:

Password:

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

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

POLL

What is the status of your Report?

- I have not logged onto Annual Report website
- I am researching and adding to SHIPDATA
- I have started adding to the report
- Report is complete but with Errors
- Report is submitted



Update Contact Information

Update Entire Page: Program Information, How to Apply, When are applications accepted, Lender and Contractor participation, SHIP Website

Account Maintenance	LG Selection	Annual Reporting	SHIP Contact Info
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SHIP Contact Information

Use this page to update the agency's contact information.

Report Contact Information

This is the name of the individual whom Florida Housing may contact regarding Annual Report information/preparation.

Contact Name:	<input type="text" value="Stephen Weeks"/>	<input type="button" value="Save Change"/>
Email Address:	<input type="text" value="sweeks@alachuacounty.us"/>	
Telephone Number:	<input type="text" value="(352)337-6285"/>	

SHIP Contacts

This information will be published on the Florida Housing public website for local government contacts. Note: fields highlighted are pending changes that have not yet been approved by FHFC staff.

Contact #1		
Prefix:	<input type="text" value="Mr."/> <input type="button" value="v"/>	
Contact Name:	<input type="text" value="Stephen Weeks"/>	<input type="button" value="Save Change"/>
Title:	<input type="text" value="Housing Program Manager"/>	



Data Input

- Report topics have not changed, just formatted differently
- Adding Incentive Strategy Data
- Rent Limits Per Unit automatically added

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			

Interim Year Information

- Input 17/18 Data

☐ Interim Year Data

Interim-1 Year Data Values

Total Administration Funds Expended	<input type="text"/>
Total Administration Funds Encumbered	<input type="text"/>
Homeownership Counseling	<input type="text"/>

16/17 Housing Counseling Funds

- Several (but not all) of the SHIP communities requested an additional allocation of 16/17 housing counseling funds.
- This amount is added to the 16/17 allocation amount

Foreclosure and Default

All fields here are for Life-to-Date Data

Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans: 

Foreclosures by income category:

VLI:

Low:

Mod:

Total: 4

Defaults by income category:

VLI:

Low:

Mod:

Total: 0

Foreclosure and Default

From the Instructions:

Some communities have not in the past properly tracked program information to be able to answer these life to date questions. Since you are not able to compile information on past foreclosures and defaults, you will have to report the number of foreclosures and defaults for the current close out report as the life to date figures and then put measures in place to ensure that the information will be collected moving forward.

☐ Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans:

Foreclosures by income category:

VLI:	<input type="text" value="1"/>
Low:	<input type="text" value="3"/>
Mod:	<input type="text" value="0"/>
Total:	4

Defaults by income category:

VLI:	<input type="text" value="0"/>
Low:	<input type="text" value="0"/>
Mod:	<input type="text" value="0"/>
Total:	0

“Total SHIP PA Loans”

- PA = Purchase Assistance loans
- If you do not know the total number of PA Loans since the beginning of SHIP, estimate
- One community’s estimate:
 - SHIP has been around for 24 years
 - The City has assisted an average of 3 households each year.
 - About half receive purchase assistance
 - 24×1.5 purchase assistance households assisted per year = 36 PA Loans

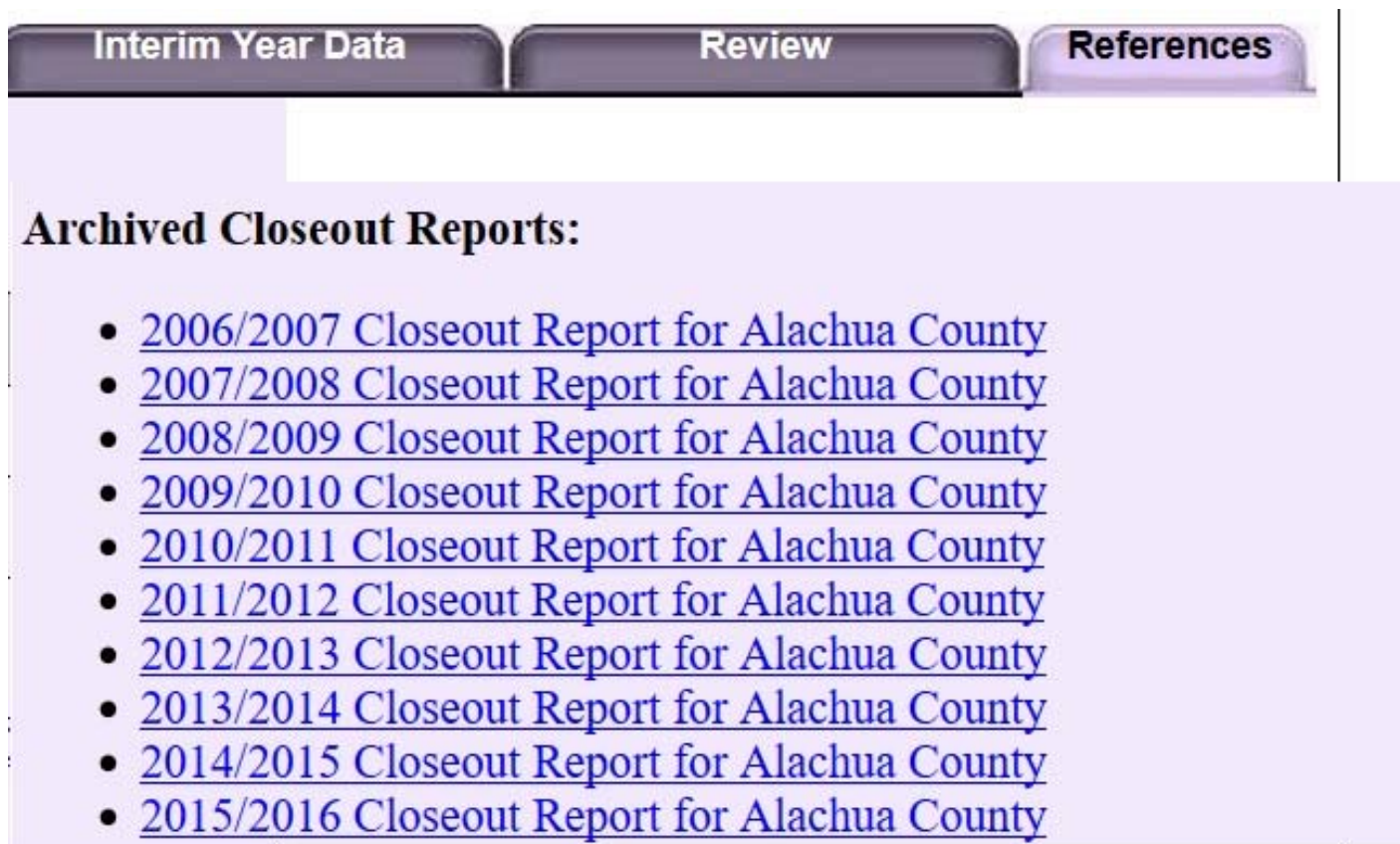
Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans:



Estimating “Total SHIP PA Loans”

The References Tab has 9 years of reports



Interim Year Data Review **References**

Archived Closeout Reports:

- [2006/2007 Closeout Report for Alachua County](#)
- [2007/2008 Closeout Report for Alachua County](#)
- [2008/2009 Closeout Report for Alachua County](#)
- [2009/2010 Closeout Report for Alachua County](#)
- [2010/2011 Closeout Report for Alachua County](#)
- [2011/2012 Closeout Report for Alachua County](#)
- [2012/2013 Closeout Report for Alachua County](#)
- [2013/2014 Closeout Report for Alachua County](#)
- [2014/2015 Closeout Report for Alachua County](#)
- [2015/2016 Closeout Report for Alachua County](#)

Get Public Input

Chapter 420.9075 subsection (11)

“The report shall be made available... for public inspection and comment prior to certifying the report and transmitting it to the corporation....

Members of the public may submit written comments on the report...

The county or eligible municipality shall attach a copy of all such written comments and its responses to the annual report submitted to the corporation.”

“Review and Submit” Tab

Even after pushing “Submit”, press ‘Save Changes’

You can make updates. Doing so changes status to “Unsubmitted”

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:

FAQ on Annual Report

We provide Utility Hook Up assistance. I don't see a Strategy Code for this activity.

- Use Code 8 for Impact Fees.

Is it the 17/18 allocation or the allocation plus program income that needs to be encumbered?

- All sources of 17/18 funds must be encumbered.

Homeownership Codes

Code	Description
1	Purchase Assistance with Rehab
2	Purchase Assistance without Rehab
3	Owner Occupied Rehabilitation
4	Demolition/Reconstruction
5	Disaster Repair
6	Emergency Repair
7	Foreclosure Prevention
8	Impact Fees
9	Acquisition/Rehabilitation
10	New Construction
11	Special Needs

Rental Codes

Code	Description
12	Special Needs
13	Rental Assistance (Tenant)
14	Rehabilitation
15	Demolition/Reconstruction
16	Disaster Repair
17	Emergency Repair
18	Foreclosure Prevention
19	Impact Fees
20	Land Acquisition
21	New Construction
23	Security and/or Utility Deposits
26	Rapid Re-Housing
27	Disaster/Direct Assistance

Common Report Errors

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





QUESTIONS and Evaluation

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