

Tracking SHIP Funds, Set-Aside Compliance, and Deadlines



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

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Review Recent COVID-19 Trainings

Recordings:

- **Emergency SHIP Assistance for Renters** April 2
<https://vimeo.com/403418248>
- **COVID-19 SHIP Rent Assistance Implementation**
May 18 <https://vimeo.com/420058710>
- **Implementing Effective Rental Assistance Programs with Federal and State Resources**
May 13 <https://vimeo.com/418157428>

Upcoming COVID-19 Trainings

COVID-19 SHIP Mortgage Assistance Implementation

May 20 at 2:00 pm

<https://attendee.gotowebinar.com/register/620374553799087627>

Building a Coordinated Plan to Deploy Federal and State Housing and Homelessness Program Funding

May 26 at 10:00 am

<https://attendee.gotowebinar.com/register/1736375557717424907>

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AutoSave Off SHIPARdataupload - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help ACROBAT Search

Clipboard Font Alignment Number Styles

O10

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

Download Handouts, Including SHIPDATA Spreadsheet

Tracking SHIP Funds, Set-Aside Compliance, and Deadlines

Overview of Topics

- Focus: Deadlines and Set-Asides
- New spreadsheet and Report Overview
- Timeline: What is the priority NOW?
- Other priority tasks



Tracking and Reporting

16/17



July 1, 2017

June 30, 2020

17/18



18/19



19/20



20/21



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**

Tracking & Reporting Timing

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

- **FY 17/18 (close-out) all funds must be expended**
- **FY 18/19 funds must be expended or encumbered**
- **FY 19/20 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 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’



New SHIPDATA spreadsheet

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

- Add data for Close Out allocation (17/18), as well as interim year 1 and 2 (18/19 and 19/20)
- Include activity through June 30, 2020

Applicant Level Data TAB

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

Ready

Applicant Level Data | Rental Developments | (+)

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

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

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**

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

- **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

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

- Funds provided to a developer, not to the SHIP eligible tenant who will live in the SHIP funded unit that is constructed or repaired.
- COO Column: Certificate of Occupancy
- Include tenants in SHIP funded units on ‘Applicant Level Data’

SHIPDATA Spreadsheet Demonstration

AutoSave Off SHIPARdataupload - Excel Mich

File Home Insert Draw Page Layout Formulas Data Review View Help ACROBAT Search

Clipboard Font Alignment Number Styles

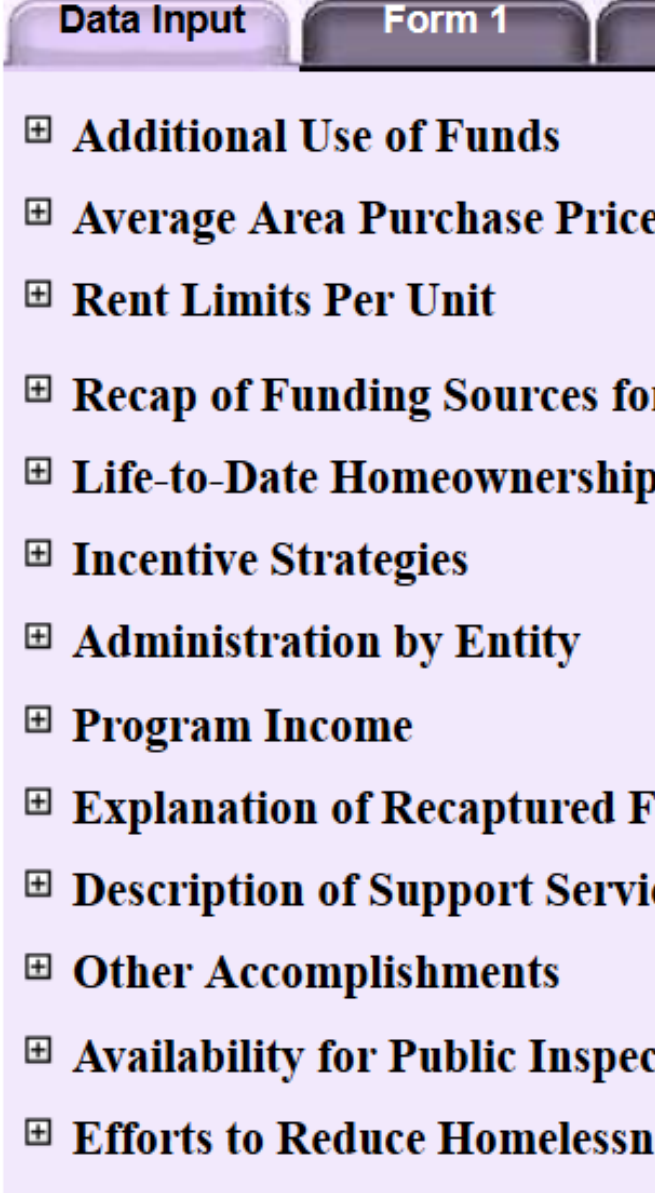
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2	Local Government:					Closeout Year:		
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	First Name	Last Name	Street Address	City	Zip	City/ Unincorporated	Structure Type	Income Category
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6								
7								

Tracking & Reporting Timing

June – September 15, 2020:

- Create and upload SHIPDATA spreadsheet with 17/18, 18/19 and 19/20 data
- Add more to “Data Input” Tab on Annual Report
- Certification form signed by Chief Elected Official or Designee



The screenshot shows a software interface with two tabs at the top: "Data Input" (selected) and "Form 1". Below the tabs is a list of report sections, each preceded by a plus sign in a square icon. The sections are:

- Additional Use of Funds
- Average Area Purchase Price
- Rent Limits Per Unit
- Recap of Funding Sources for
- Life-to-Date Homeownership
- Incentive Strategies
- Administration by Entity
- Program Income
- Explanation of Recaptured F
- Description of Support Servi
- Other Accomplishments
- Availability for Public Inspec
- Efforts to Reduce Homelessn

Tracking & Reporting Timing

October 2020:

Create a new SHIPDATA spreadsheet.

Copy old spreadsheet and make changes:

17/18: delete these rows

18/19 becomes “Closeout” in Funding Year column

19/20 becomes “Interim 1”

20/21: Start adding activity for “Interim 2”

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
?

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Timeline: What To Do NOW

NOW:

Access Report Website Today

Reconcile with General Ledger

Expend & Encumber

Achieve Set-Aside Compliance

Research 'Ongoing Review'

What To Do NOW

Access Report Website Today

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

- Assistance with “Access Denied”:
terry.auringer@floridahousing.org
- Update SHIP Contact and Program information

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, 2017, to June 30, 2018?”**

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**



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

Receive Technical Assistance to Prepare for Annual Report

- **Email questions**
- **Identify specific concerns on a spreadsheet you email**
- **Schedule time for more in-depth assistance to reconcile and get back on track**

What To Do NOW

Expend

- **Line up several projects to expend final 17/18 funds and beyond.**

Encumber

- **Commit 18/19 and 19/20**
- **Also, 20/21 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

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**

Manufactured Housing tracking



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

Track Special Needs Compliance

Report: (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**

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**

Track Program Income

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



Review Annual Report Webinar Recordings

PART 1: Guidance on Tracking

<https://vimeo.com/340487039>

PART 2: Preparing for Deadlines & Annual Reports

<https://vimeo.com/344886777>

PART 3: Working with the New Annual Report

<https://vimeo.com/352227395>

ANY
QUESTIONS
?

**Please Complete
Evaluation**

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