Preparing for Deadlines & Annual Reports

SHIP
housing a stronger Florida

sponsored by
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

Florida Housing
Finance Corporation

we make housing affordable™

Tracking & Reporting Timing

June 30: Encumbrance & Expenditure Deadline

- 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

No extension for submitting Annual Reports
Due Tuesday, September 15th, 2020

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 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"
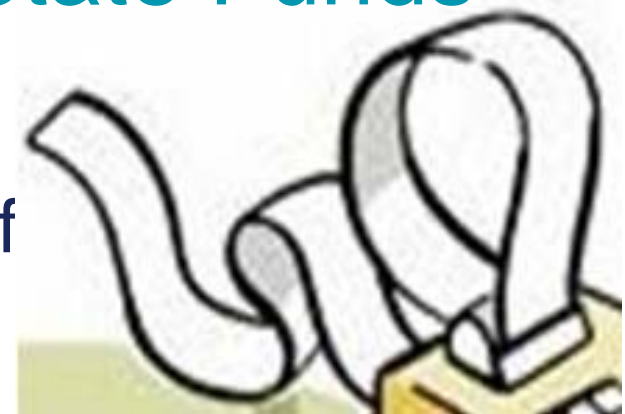
- Source: http://apps.floridahousing.org/StandAlone/FHFC_ECM/ContentPage.aspx?PAGE=0132

SHIPDATA spreadsheet

- 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

- 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

Tabs: **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

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

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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 15/16 ($60,000) and 16/17 ($30,000). Click 'Unit Counted' on 16/17 amount to indicate 15/16 was involved.

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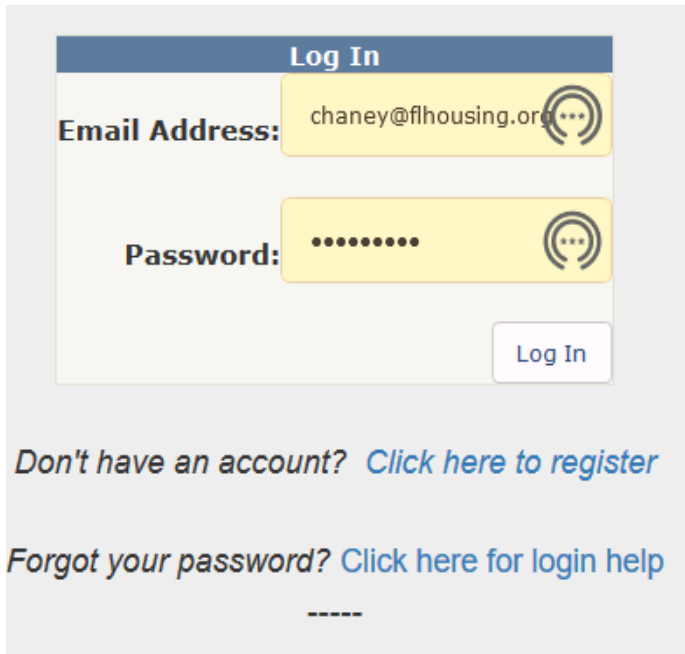
Rental Development TAB

	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
						Rental Developments Asssited with SHIP Funds						
3												
4												
5												

Applicant Level Data   **Rental Developments**

- The annual report pulls expenses from 'Applicant Level Data' so include per unit expense
- Total expense divided by # of units = Per Unit Expense

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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 2021 tracking
  - ➢ Delete 17/18 Data
  - ➢ Add additional 18/19, 19/20 and 20/21 data

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

- Do not use "Click here to register"

- First Task: Update SHIP Contact and Program information

Update Contact Information

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

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- Wkh#qxpehu#ri#diirugdeoh#krxvlqj#dssolfdwlrqv vxeplwwhg/
- Wkh#qxpehu dssuryhg/#dqg
- Qxpehu#ghqlhg1

⊟ Number of Affordable Housing Applications	
Number of Affordable Housing Applications	
Submitted	
Approved	
Denied	

July SURVEY Results

"Show the Need"

Local governments that close their application portal when there are funding shortfalls may need to reconsider their system.

SHIP will now require that the report include "the number of affordable housing applications submitted, the number approved, and the number denied." After advertising a notice of funding availability, do you later close the SHIP application period?

Answered: 42   Skipped: 0
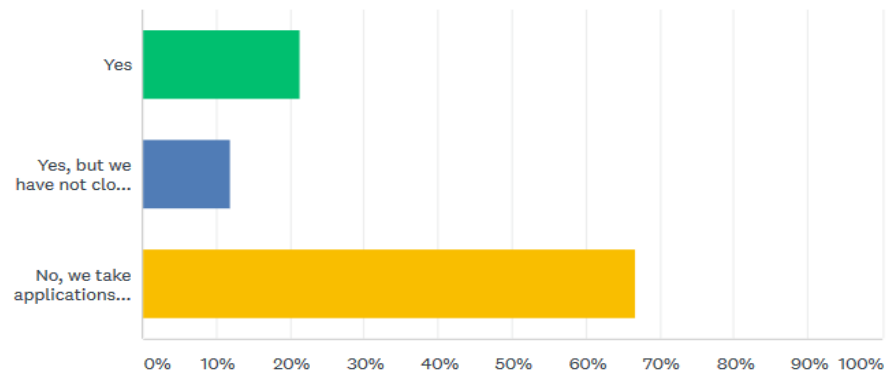
ANSWER CHOICES	RESPONSES	
Yes	21.43%	9
Yes, but we have not closed the application period in the last few years	11.90%	5
No, we take applications on an ongoing basis	66.67%	28
TOTAL		42

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Dssuryhg/# #Ghqlhg

- Wklv#qhz #surylvlrq#dovr#dssdhv# wr#vxeuhflslhqw#dqg#p d|# uhtxluh#dq#dp hqgp hqw#wr#|rxu# vxeuhflslhqw#djuhhp hqw1
- Dovr#uhwdlq#lq#frp sdnwh# Dssdfdwlrqv

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 |

⊞ Additional Use of Funds

⊞ Average Area Purchase Price

⊞ Rent Limits Per Unit

⊞ Recap of Funding Sources for Units Produced (Leveraging)

⊞ Life-to-Date Homeownership Foreclosure and Default

⊞ Incentive Strategies

⊞ Administration by Entity

⊞ Program Income

⊞ Explanation of Recaptured Funds

⊞ Description of Support Services:

⊞ Other Accomplishments

⊞ Availability for Public Inspection and Comments

⊞ Efforts to Reduce Homelessness

⊞ Interim Year Data

⊞ SHIP A/R Data Excel Form Upload

"Admin by Entity"

- List the local government with the amount of admin money it expends.

- List sub recipients and sponsors and indicate if they receive any of the 10 percent administrative budget money.

Data Input	Form 1	Form 2

- Additional Use of Funds
- Average Area Purchase Price
- Rent Limits Per Unit
- Recap of Funding Sources for Units
- Life-to-Date Homeownership Foreclo
- Incentive Strategies
- Administration by Entity
- Program Income
- Explanation of Recaptured Funds
- Description of Support Services:
- Other Accomplishments
- Availability for Public Inspection and
- Efforts to Reduce Homelessness
- Interim Year Data
- SHIP A/R Data Excel Form Upload

Interim Year Information

- Input 18/19 Data

Interim Year Data

Interim-1 Year Data Values

Total Administration Funds Expended	
Total Administration Funds Encumbered	
Homeownership Counseling	

Foreclosure and Default

All fields here are for Life-to-Date Data

⊟ **Life-to-Date Homeownership Foreclosure and Default**

Total SHIP PA Loans: 307

Foreclosures by income category:

VLI: 1

Low: 3

Mod: 0

Total: 4

Defaults by income category:

VLI: 0

Low: 0

Mod: 0

Total: 0

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Foreclosure and Default

Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans: 307

Foreclosures by income category:

VLI:	1
Low:	3
Mod:	0
Total: 4	

Defaults by income category:

VLI:	0
Low:	0
Mod:	0
Total: 0	

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.

"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
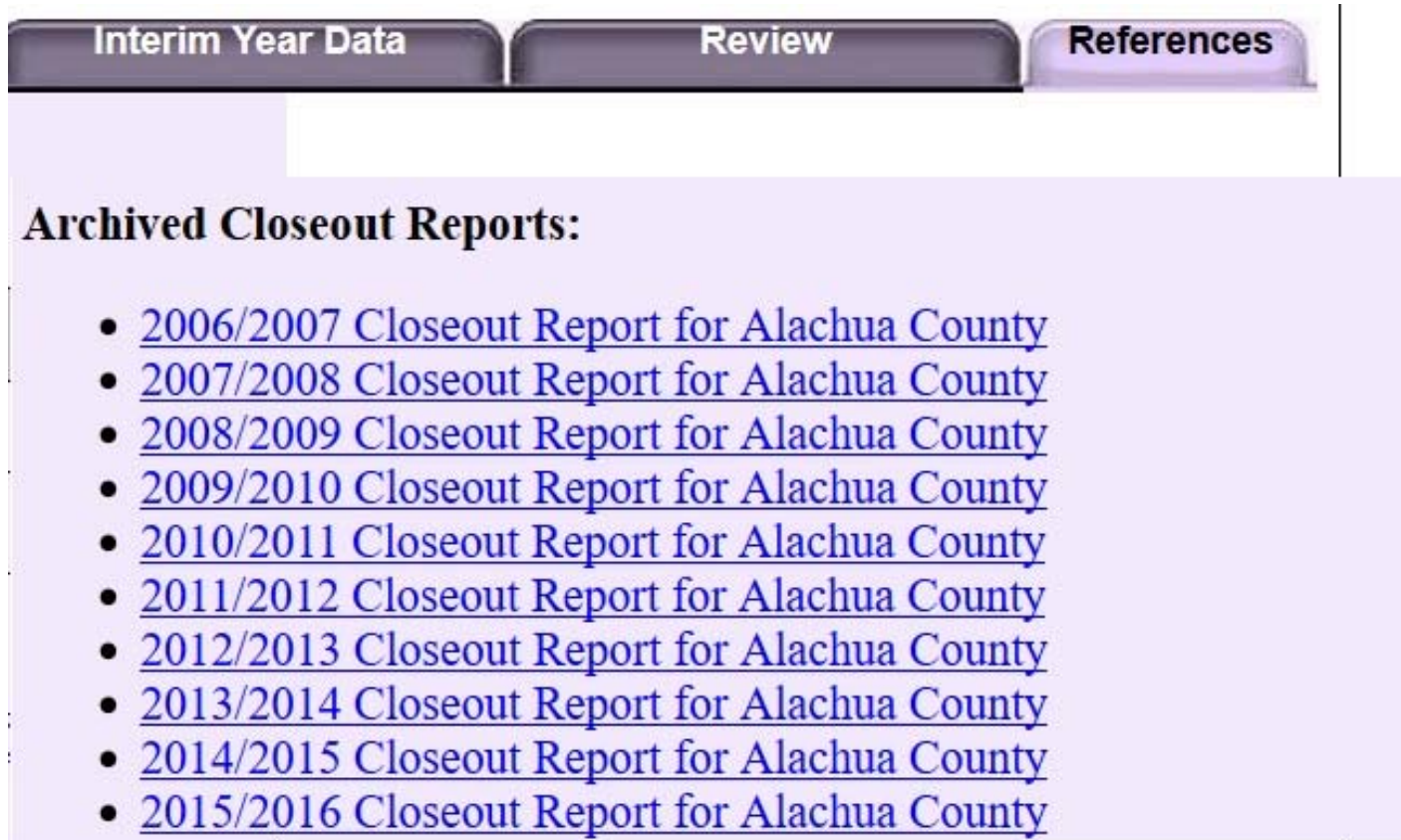 - 24 x 1.5 purchase assistance households assisted per year = 36 PA Loans

Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans: 3?7

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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."

⊟ **Availability for Public Inspection and Comments**

Availability for Public Inspection and Comments:

Validation Errors

Do not review this until SHIPDATA is uploaded and "Data Input" is filled out

Report: 2017-2018 ⌄ *(Unsubmitted)*   Sa

| Data Input | Form 1 | Form 2 | Form 3 | Form 4 | Form 5 | Interim Year Data | **Review** | |

Review Status And Submit

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

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

The following errors have been detected:

In the "Uploaded Spreadsheet" section:

- There is/are 2 record(s) in the uploaded data that has no SHIP Funding Amount listed.

In the "Life-to-Date Homeownership Foreclosure and Default" section:

- You must enter a number, (even if "0"), in the "Total SHIP Purchase Assistance Loans" field.

Demonstration of the Annual Report

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

QUESTIONS and Evaluation

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