

# Tracking SHIP Funds, Set-Aside Compliance and Deadlines



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

# Presenter

**Michael Chaney,**  
Technical Advisor,  
*Florida Housing Coalition*

**850 980-1307**

**[chaney@flhousing.org](mailto:chaney@flhousing.org)**



THE FLORIDA HOUSING COALITION



# Our Thanks to the Florida Housing Catalyst Program



**AFFORDABLE HOUSING CATALYST PROGRAM**

**Sponsored by the Florida Housing  
Finance Corporation**



we make housing affordable™

THE FLORIDA HOUSING COALITION



# What will be covered

- SHIP Tracking and Reporting Overview
- Current focus: Create a SHIP Data Spreadsheet
- Other priority tasks

# Tracking and Reporting

17/18



July 1, 2018

June 30, 2021

18/19



19/20



20/21



21/22



# 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 18/19 (close-out) all funds must be **expended**
- FY 19/20 funds must be **expended or encumbered**
- FY 20/21 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							
5	First Name	Last Name	Street Address	City	Zip	City/ Unincorporated	Structure Type	Income Category
6								
7								

- Add data for Close Out allocation (18/19), as well as interim year 1 and 2 (19/20 and 20/21)
- Include activity through June 30, 2021

# SHIPDATA Spreadsheet is a Handout

It is also available on the SHIP Annual Report website

Form 3   Form 4   Form 5   Interim Year Data   Review   **References**

### Related Links and Files

Annual Report Files and Links

Document/Website	Download Link
SHIP Webpage at Florida Housing Finance Corporation:	<a href="#">Florida Housing SHIP Page</a>
<b>Certification Document</b> <a href="#">Click here for guidance on the certification</a>	<a href="#">Certification Document</a>
<b>SHIP AR Data Upload Excel workbook</b> (version 16-17.1 for use in 2016/2017 Closeout report) Last updated on 7/19/2019	<a href="#">SHIPDataUploadTemplate_V-01_2019-07-19.xlsx</a>
<b>SHIP AR Data Upload Excel workbook</b> (Version 17-18.2 for use in 2017/2018 Closeout report) Last updated on 6/11/2020	<a href="#">SHIPARdataupload17-18.2.xlsx</a>
<b>SHIP AR Data Upload Excel workbook</b> (Version 18-19.1 for use in 2018/2019 Closeout report)	<a href="#">SHIPARdataupload18-19.1.xlsx</a>

Archived Closeout Reports:

Select a closeout year to download

# SHIPDATA Spreadsheet Demonstration

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	<b>Local Government:</b>					<b>Closeout Year:</b>			
3									
4	<b>Applicant Information</b>								
5	<b>First Name</b>	<b>Last Name</b>	<b>Street Address</b>	<b>City</b>	<b>Zip</b>	<b>City/ Unincorporated</b>	<b>Structure Type</b>	<b>Income Category</b>	
6									
7									

# Tracking & Reporting Timing

## June – September 15, 2021:

- Create and upload SHIPDATA spreadsheet with 18/19, 19/20 and 20/21 data
- Certification form signed by Chief Elected Official or Designee

**October 2021:** Create a new SHIPDATA spreadsheet for 19/20 Close Out. Start adding 21/22 activity

# 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  
?

THE FLORIDA HOUSING COALITION



# 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](#)*

-----

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

- First, staff person who has admin rights should try to access.
- Further assistance with “Access Denied”:

[robert.dearduff@floridahousing.org](mailto:robert.dearduff@floridahousing.org)

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

# Resources on the

## 'References' Tab

- Annual Report Certification
- Tracking spreadsheets
- Past Annual Reports

Form 3 Form 4 Form 5 Interim Year Data Review **References**

Document/Website	Download Link
SHIP Webpage at Florida Housing Finance Corporation:	<a href="#">Florida Housing SHIP Page</a>
<b>Certification Document</b> <a href="#">Click here for guidance on the certification</a>	<a href="#">Certification Document</a>
<b>SHIP AR Data Upload Excel workbook</b> (version 16-17.1 for use in 2016/2017 Closeout report) Last updated on 7/19/2019	<a href="#">SHIPDataUploadTemplate_V-01_2019-07-19.xlsx</a>
<b>SHIP AR Data Upload Excel workbook</b> (Version 17-18.2 for use in 2017/2018 Closeout report) Last updated on 6/11/2020	<a href="#">SHIPARdataupload17-18.2.xlsx</a>
<b>SHIP AR Data Upload Excel workbook</b> (Version 18-19.1 for use in 2018/2019 Closeout report)	<a href="#">SHIPARdataupload18-19.1.xlsx</a>

Archived Closeout Reports:

Select a closeout year to download



# General Report Guidance

- Do not request an extension on or after September 15. Instead, notify FHFC 3 months before June 30
- Use the “comments” page to note any unusual situations such as awards over the maximum
- Avoid reporting assistance that exceeds the maximum award in the applicable LHAP

Report: 2013-2014 Interim-2 (Unsubmitted)

Form 1	Form 2	Form 3	Form 4	Form 5	Review & Submit
--------	--------	--------	--------	--------	-----------------

**Review Status And Submit**

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

Additional Comments to FHFC:

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

# Guidance on 20/21 SHIP Revenue



There was no 20/21 Allocation, but other sources of 20/21 revenue include:

- Bank interest
- Monthly SHIP Loan Repayment
- SHIP Lien Triggers Repayment
- Reimbursements from CRF are 20/21 Program Income
- Recaptured funds

# 20/21 Scenarios

- **Scenario 1:** A community with only a small amount of program income- **Carry it forward to the next allocation**
- **Scenario 2:** A community with enough program income revenue to assist only one household- **Set-asides still apply, so assist a VLI household**
- **Scenario 3:** A community receives over \$100,000 of program income- **Staff has 3 years to fully expend this**

# Does 20/21 SHIP Revenue require an Advertisement?

DEPENDS ON:

**Amount of Revenue:** some have lots of 20/21 program income or recaptured funds

**Waiting List:** do not advertise strategies for which you already have a significant waiting list

Only advertise in a newspaper of general circulation if you have more money than you have applicants on your waiting list

# **Timeline: What To Do NOW**

## **NOW:**

Reconcile with the General Ledger

Expend & Encumber

Achieve Set-Aside Compliance

Research 'Ongoing Review'

# What To Do NOW

## Reconcile with the 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, 2018, to June 30, 2019?”

# 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

## Expend

- Line up several projects to expend final 18/19 funds and beyond.

## Encumber

- Commit 19/20 and 20/21
- Also, 21/22 allocation 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](mailto:Robert.Dearduff@floridahousing.org)
- State your timeline for fully expending/ encumbering. How much by September 15<sup>th</sup>?
- Request extension for 18/19 Expenditure Deadline only
- Provide updated annual reports showing deadline non-compliance
- Extension only available if 19/20 funds are fully encumbered

# 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
- Only assist manufactured homes constructed after July 1994

# Track Special Needs Compliance

Report: 2013-2014 Interim-2 ▼ *(Unsubmitted)*

Form 1

Form 2

Form 3

Form 4

Form 5

- 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



ANY  
QUESTIONS  
?

**Please Complete  
Evaluation**

THE FLORIDA HOUSING COALITION

