

# 22/23 Catalyst Training Schedule

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AFFORDABLE HOUSING CATALYST PROGRAM**



**Accessibility:** Please notify us if you need reasonable accommodation to participate in any of these trainings. If assistance is needed, please contact Lisa Djahed at 321-368-8313 or email [djahed@flhousing.org](mailto:djahed@flhousing.org).

### WORKSHOP SCHEDULE

<b>Date and Location</b>	<b>Workshop Topic</b>
Pompano Beach September 21	Affordable Housing Funding Sources
Tampa November 3	The Credit Underwriting Process for Affordable Housing
Riviera Beach February 21	Financing and Monitoring Rental Housing with SHIP
Orlando March 7	Proficiency in Income Qualification
Wildwood April 5	Successful Purchase Assistance and New Construction Strategies
Ocala June 20	SHIP Program Administration

## Workshop Descriptions

### Affordable Housing Funding Sources

**September 21, 2022**

LOCATION: Emma Lou Olson Civic Center  
1801 NE 6<sup>th</sup> Street Pompano Beach, FL 33060  
Registration Link: <https://fhc.wildapricot.org/event-4917191>

This training offers an introduction to the abundance of funding sources for affordable housing programs. It will provide an overview of the most widely available affordable housing funding sources. Local, state, and federal programs will be discussed such as Emergency Solutions Grant, Continuum of Care Program, State Housing Initiatives Program, HOME Investment Partnerships Program, Community Development Block Grant, Low Income Housing Tax Credits, and more. The workshop will review funding sources for rental development to help housing providers understand how to combine and leverage major funding sources to complete their rental housing projects. A demonstration will be featured demonstrating how a developer decides on the best funding sources for a project and builds out a pro forma as part of the development process. Participants interested in homeownership will learn about tools and strategies to incentivize the creation of affordable housing, including inclusionary zoning, linkage fees, surplus lands, and impact fee modifications.

#### Who Should Attend?

- Nonprofit affordable housing developers
- Local government housing administrators
- Community partners
- Affordable Housing Advisory Committee (AHAC) members

#### Key Topics:

- Federal funding
- State funding
- Private sources and community partnerships
- Advocacy
- Affordable housing tools and incentives

### The Credit Underwriting Process for Affordable Housing

**November 3, 2022**

LOCATION: Hilton Tampa Westshore  
2225 N. Lois Avenue Tampa, FL 33607  
Registration Link: <https://fhc.wildapricot.org/event-4917205>

This workshop is designed to introduce the underwriting process that takes place after a funding award has been approved. The invitation to credit underwriting is a vital first step to prepare for before applying for financing. It is a complex and critical part of financial agreements that will govern the short- and long-term process of the development's feasibility. The presenters will help de-mystify the underwriting process and provide guidance that begins in the predevelopment phase and continues throughout the closing process. Participants will receive step by step instruction about third-party analyses and the documentation that will be required throughout the underwriting process. The training will include information from a FHFC Credit Underwriting service provider and will address timeframes and sequencing. This training is provided for newly formed and experienced nonprofit housing developers and local government housing staff who are responsible for in-house underwriting of SHIP, HOME, or other publicly available assistance.

#### Who Should Attend?

- Nonprofit developers
- Developers working with cities and counties
- Housing program administrators and community partners interested in affordable housing development

#### Key Topics:

- Exploring the Credit Underwriting Checklist
- Understand the three components of successful Credit Underwriting: the project readiness, the financial feasibility of the deal, and the developer capacity
- In-house credit underwriting: skillsets required and minimum threshold

### **Financing and Monitoring Rental Housing with SHIP**

**February 21, 2023**

LOCATION: Riviera Beach Marina Village Event Center  
190 E. 13<sup>th</sup> Street Riviera Beach, FL 33404

Registration Link: <https://fhc.wildapricot.org/event-4917212>

SHIP funding is primarily focused on homeownership, but it can be a valuable tool to support rental housing projects. This workshop addresses the principles behind developing and financing affordable rental housing. The challenges and opportunities of both new construction and rehabilitation will be covered, as will small, scattered site deals and large-scale developments. The presenters will provide an overview of tax credit deals from a SHIP perspective to help participants understand the local government role in funding and compliance. Key topics include income eligibility, calculating affordability, and the components of compliance monitoring. Learn what the “missing middle” is and how it can be supported with SHIP funds, as well as the SHIP requirements for ongoing monitoring of assisted rental units. The presenters will discuss how SHIP can leverage other sources of funding such as low-income housing tax credits. Learn how SHIP can be used as the Local Government Contribution for development responding to a Request for Application from Florida Housing Finance Corporation. Participants will gain perspective on monitoring long term affordability, and other monitoring and compliance responsibilities.

#### Who Should Attend?

- Local government housing administrators
- Local government elected officials
- Community partners
- Nonprofit affordable housing developers (including those in need of capacity building)

#### Key Topics:

- Development economics
- Developer and contractor experience
- Management leasing experience
- Guarantors financial and credit capacity
- Income eligibility
- Transaction structuring

## **Proficiency in Income Qualification**

**March 7, 2023**

LOCATION: Holden Heights Community Center  
1201 20<sup>th</sup> Street Orlando, FL 32805

Registration Link: <https://fhc.wildapricot.org/event-4917216>

This is an intensive workshop on the details of income compliance designed specifically for those who process applications for SHIP assistance and the people who oversee the SHIP office. One of the trainings that is most requested by SHIP staff, this course introduces numerous critical eligibility activities, including income verification, determining household size, and calculation of annual income. The training covers applicant intake, income/asset verification, and file documentation. Hands-on exercises will challenge participants to apply qualification methods to case studies and to reflect on how lessons learned may be applied to each participant's daily SHIP work.

### Who Should Attend?

- New and experienced SHIP staff from local government
- Local government staff responsible for compliance
- Nonprofit organizations
- Local lenders or other service providers who are involved with the income eligibility process

### Key Topics:

- Newer methods of income verification
- Certifying income
- Issuing the award letter
- Tracking and reporting program accomplishments

## **Successful Purchase Assistance and New Construction Strategies**

**April 5, 2023**

LOCATION: Wildwood Community Center  
6500 CR 139 Wildwood, FL 34785

Registration Link: <https://fhc.wildapricot.org/event-4917225>

This workshop will discuss two major strategies identified in LHAPs. Most SHIP funds must be expended for homeownership activities, and homebuyer assistance is one of the most common strategies employed by local governments to meet the homeownership set aside requirement. This training is for SHIP local government housing staff and their community partners interested in developing, implementing, and managing a successful purchase assistance strategy. It will detail the application process and pre-purchase requirements, including homebuyer education requirements and inspections. Local governments can explore other opportunities for the development of single-family homes while working with developers and sponsors. Designing a strategy in your Local Housing Assistance Plan that meets the SHIP requirements is an important first step in this process. Learn how to solicit sponsors and developers, structure your program, develop effective agreements, and outline responsibilities to comply with SHIP program requirements. The presenters will examine sample construction strategies to highlight options for the terms of assistance and for selecting eligible buyers. SHIP administrators, nonprofit housing developers and contractors will find this webinar an essential first step in establishing or updating a single-family development program.

### Who should attend?

- Local planning and community development staff and elected officials
- Housing administrators
- Nonprofit affordable housing developers (including those in need of capacity building)

## **SHIP Program Administration**

**June 20, 2023**

LOCATION: Marion County Growth Management  
2710 E. Silver Springs Blvd Ocala, FL 34470  
Registration Link: <https://fhc.wildapricot.org/event-4917235>

This workshop will provide guidance on the fundamental rules of the SHIP program, as well as assist SHIP administrators with five years or less of SHIP experience with the implementation of their programs. The training will provide a SHIP program overview, income eligibility review, LHAP guidance, and AHAC requirements. The guidance from this training will help SHIP administrators adjust, adapt, and be successful. In addition, the training will review a year-long timeline of SHIP tasks and deadlines and will provide LHAP guidance about strategy implementation. Participants will learn about tracking and reporting SHIP, financial management, monitoring, and compliance. This administration training looks beyond a list of rules and regulations to help participants understand the basis and reasoning for program requirements. This deeper knowledge will help participants as they consider how to update their process or strategies.

### **Who should attend?**

- New and experienced SHIP administrators
- Subrecipients and sponsors
- SHIP Program staff

### **Key Topics**

- Overview of SHIP requirements and training resources
- The eligibility determination process
- Maintaining SHIP files
- Tracking encumbrances and expenditures

## WEBINAR SCHEDULE

<b>Date</b>	<b>Training</b>
July 12 at 2 pm	Preparing and Submitting the Annual Report
July 28 at 2pm	Creating an Annual Schedule for AHAC Reports
August 16 at 2 pm	Financing and Supporting Rental Housing Development
August 18 at 2 pm	Post-Disaster Emergency Housing
August 24 at 2 pm	AHAC Orientation Part 1
September 13 at 2 pm	Housing Best Practices with COVID Relief Funds
September 14 at 2 pm	Local Government Areas of Opportunity and Local Government Contributions
September 16 at 10 am	AHAC Orientation Part 2
September 20 at 2 pm	The Rehabilitation/Emergency Repair Process Part 1
September 22 at 2 pm	The Rehabilitation/Emergency Repair Process Part 2
September 27 at 10 am	HOME Funding for Affordable Housing Part 1
October 4 at 2 pm	Affordable Housing Law
October 6 at 2 pm	Credit Underwriting for LIHTC
October 12 at 2 pm	HOME Funding for Affordable Housing Part 2
October 18 at 2 pm	Successful Homeownership Initiatives
October 19 at 2 pm	Mixed-Income Rental Housing
October 25 at 10 am	Overcoming NIMBY Opposition
November 1 at 2 pm	Using Publicly Owned Lands for Affordable Housing
November 8 at 2 pm	Preparing for the SHIP Monitor Part 1
November 10 at 2 pm	Preparing for the SHIP Monitor Part 2
November 15 at 2 pm	Proficiency in Income Qualification Part 1
November 17 at 2 pm	Proficiency in Income Qualification Part 2
November 30 at 2 pm	The Role of SHIP in Housing Resilience Strategic Planning
December 6 at 2 pm	LHAP Design Part 1
December 13 at 2 pm	LHAP Design Part 2

Date	Training
January 5 at 10 am	Financing and Monitoring Rental Housing with SHIP
January 19 at 2 pm	Accessory Dwelling Units for Affordable Housing
January 17 at 10 am	Affordable Housing Development Using SAIL Funds Part 1
January 24 at 2 pm	SHIP Program Administration Part 1
February 2 at 2 pm	Affordable Housing Development Using SAIL Funds Part 2
February 6 at 2 pm	SHIP Program Administration Part 2
February 8 at 2 pm	Curing Title Issues
February 15 at 10 am	Developing Selection Criteria for Recipients and Sponsors
March 1 at 10 am	Managing a Successful Purchase Assistance Program
March 9 at 2 pm	Accessing Infrastructure Funds for Housing
March 15 at 10 am	Increasing Minority Homeownership
March 22 at 2 pm	Using SHIP to End Homelessness
March 28 at 2 pm	New Construction Strategies and Partnerships
April 6 at 2 pm	Working with Blended Financing/Subsidy Layering
April 11 at 10 am	Survive and Thrive as a Nonprofit
April 19 at 10 am	Working with Sponsors and Subrecipients
April 26 at 10 am	Shared Equity
May 2 at 2 pm	New SHIP Staff Orientation
May 10 at 2 pm	Finance Department Staff Training
May 17 at 2 pm	Planning and Zoning
May 22 at 2 pm	Tracking SHIP Activity Throughout the Year
May 30 at 2 pm	New Annual Reporting of SHIP Applications
June 26 at 2 pm	SHIP Rent Limits Policy

## Webinar Descriptions

### **Preparing and Submitting the Annual Report:**

July 12 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/1246225377953022735>

This webinar is designed to prepare SHIP staff to complete their annual report by September 15th. Presenters will highlight changes to the online reporting system and common reporting errors to avoid. The training is especially designed to help new SHIP staff members who have recently been assigned tracking or annual reporting responsibilities. Learn how to access and use the SHIP annual report website, and how to locate the data to record in the reports. The presenters will discuss certification procedures and the tracking of expenditures, demographics, deadlines and more.

### **Creating an Annual Schedule for AHAC Reports:**

July 28 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4244983921597809676>

This webinar is designed to address how to continue work with the Affordable Housing Advisory Committee (AHAC). Presenters will offer training to communities that have all recently produced reports. They will offer suggestions for ongoing committee work, including concentrating on a handful of incentives, and considering topics beyond incentive strategies.

### **Financing and Supporting Rental Housing Development:**

August 16 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3632607622547647503>

This is part 1 of a development webinar series. It will discuss the roles of both small-scale and large-scale developments in meeting rental housing needs, and how each are financed. Presenters will discuss developer profiles associated with each type of development, funding sources and scenarios, and how local governments can use SHIP, SLFRF and other resources to effectively support both types of rental development.

### **Post-Disaster Emergency Housing:**

August 18 at 2:00 pm

**Registration:** [https://us02web.zoom.us/webinar/register/WN\\_DfafBm0rQ0CKTxb4wy83aw](https://us02web.zoom.us/webinar/register/WN_DfafBm0rQ0CKTxb4wy83aw)

This webinar is focused on planning for post disaster emergency housing since hurricane season is not the time to start plans. Once a hurricane has damaged and destroyed homes, there may be hundreds of homes needed for survivors for temporary housing and for long term recovery. Pre-covery is the concept of preparing for disaster by taking steps to qualify contractors, order building supplies, and stockpile housing components that can be accessed amidst post disaster supply chain disruptions. Presenters will explore how local governments and housing providers can deploy minimum sized "emergency housing cores" comprised of just a kitchen, bathroom, and bedroom. They provide immediate shelter that can be later expanded to permanent housing solutions. Learn about innovative methods and materials including advance component construction and modular housing to start the rebuilding and recovery process sooner rather than later.

### **AHAC Orientation Part 1:**

September 8 at 2:00 pm

**Registration:** [https://us02web.zoom.us/webinar/register/WN\\_tGGTUohvRiS7WFBICBGKdQ](https://us02web.zoom.us/webinar/register/WN_tGGTUohvRiS7WFBICBGKdQ)

This webinar is designed to offer a primer for new members to orient them to AHAC responsibilities. Presenters will discuss the benefits of housing incentives and review five incentive strategies listed in the SHIP statute: expedited permitting, fee waivers for affordable housing, reduction of parking and setback requirements, flexibility in density, and flexible lot configurations. Learn about the timeline and activities involved with creating an AHAC report on incentive strategies.

### **Housing Best Practices with COVID Relief Funds:**

September 13 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/8465851830895761677>

This is a continuation of the May webinar (attended by 291 participants) to stress how Coronavirus State and Local Fiscal Recovery Funds (SLFRF) may be used for affordable housing. This training will also discuss how local governments can use HOME-ARP funds for tenant-based rental assistance,

development of affordable housing, and supportive services. The training will offer examples of Florida communities dedicating COVID-related funds to development, rent assistance, housing counseling and other housing-related initiatives.

**Development Webinar: (Part 2) “Local Government Areas of Opportunity and Local Government Contributions”**

September 14 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2250844762705947919>

This webinar will provide detailed descriptions of both Local Government Areas of Opportunity and Local Government Contributions to provide an understanding of the differences between each, and how they are applied within FHFC’s RFA process. Presenters will also walk through how to calculate each and provide examples of how local governments can use their resources to meet each requirement.

**AHAC Orientation Part 2:**

September 16 at 10:00 am

**Registration:** [https://us02web.zoom.us/webinar/register/WN\\_2\\_mfvxdRNqiludbuJiU4w](https://us02web.zoom.us/webinar/register/WN_2_mfvxdRNqiludbuJiU4w)

Presenters will discuss the deliberations needed to produce an annual report on housing incentive strategies. They will continue with the training offered in the first segment of this series by offering Florida-based examples for the seven remaining incentive strategies listed in the SHIP statute.

**The Rehabilitation/Emergency Repair Process Part 1:**

September 20 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/9098685643867051275>

This is a two-part webinar series that introduces the rehabilitation process. This requires housing administrators and their staff to work with homeowners, contractors, building inspectors, local officials, and funders. Understanding each of these groups and learning to work with them helps to avoid some of the problems that are commonly encountered in rehabilitation programs. This is the first session of a two-part webinar that will walk you through the steps involved in the rehabilitation program process, deciding on the best approach, and strategy design for your community.

**The Rehabilitation/Emergency Repair Process Part 2:**

September 22 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/118495892262469900>

This is the final session of a two-part webinar series that introduces the rehabilitation process. The presenters will address weaknesses in rehabilitation programs and best practices to improve your program. The webinar will focus on contractor selection and removal, scope of work, the bidding process, contract terms and award, inspections, and payments, guarantees and warranties, and long-term compliance and monitoring. SHIP staff must work with homeowners, contractors, building inspectors, local officials, and funders. Presenters will help in understanding each of these groups and learning to work with them to avoid some of the problems that are commonly encountered in rehabilitation programs. Learn about change orders, finding qualified contractors, the importance of written agreements, recordkeeping, compliance, monitoring, and program pitfalls

**HOME Funding for Affordable Housing Part 1:**

September 27 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/9127591804561432845>

This webinar will speak to the effective use of HOME-ARP funds to support long-term solutions for decreasing homelessness and for providing housing stability to qualifying populations. This special allocation, resulting from the American Rescue Plan Act (ARPA), provides communities with a one-time opportunity to champion innovative affordable housing efforts. Learn how to use your HOME-ARP Allocation Plan to identify priority needs and how to properly leverage HOME-ARP funds. Presenters will also provide examples of creative affordable housing strategies to be considered for using HOME-ARP dollars.

### **Affordable Housing Law**

October 4 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4396256930799749646>

This training is designed for county and municipal attorneys and affordable housing program staff. It will offer housing-related updates and introduce basic principles of Florida affordable housing law and answer frequently asked questions regarding the state's affordable housing programs. Florida has a variety of state-specific statutes that govern affordable housing policy. Presenters will address Florida land use laws relating to affordable housing, Florida's surplus lands law, local funding sources, and the Florida Fair Housing Act.

### **Development Webinar (Part 3) "Credit Underwriting for LIHTC"**

October 6 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/2339485191114617102>

This workshop is designed to introduce the underwriting process that takes place after a funding award has been approved. The invitation to credit underwriting is a vital first step to prepare for before applying for financing. It is a complex and critical part of financial agreements that will govern the short- and long-term process of the development's feasibility. The presenters will help de-mystify the underwriting process and provide guidance that begins in the predevelopment phase and continues throughout the closing process. Participants will receive step by step instruction about third-party analyses and the documentation that will be required throughout the underwriting process. The training will include information from FHFC Credit Underwriting service providers and will address timeframes and sequencing. This training is provided for newly formed and experienced nonprofit housing developers and local government housing staff who are responsible for in-house underwriting of SHIP, HOME or other publicly available assistance.

### **HOME Funding for Affordable Housing Part 2:**

October 12 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/1060940084987933195>

This webinar offers training on using HOME funding for homeownership projects. It will feature home purchase projects from several Florida communities. In addition, it will introduce HOP, a down payment assistance program funded in part by federal HOME dollars. The Homeownership Opportunity Pool is a unique and valuable resource offered by Florida Housing Finance Corporation. This program allows housing developers, including self-help such as Habitat for Humanity, or general single-family developers, to reserve purchase assistance funds for approved homebuyers. When the home is completed and ready for purchase, the funds are disbursed in the form of a subordinate mortgage with zero percent interest deferred loan.

### **Successful Homeownership Initiatives**

October 18 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/6398144348561510155>

This training will provide examples of homeownership development and purchase assistance strategies from across Florida. It is part of the Models for Affordable Housing webinar series that focuses on Florida communities implementing affordable housing best practices. The presenters will discuss how SHIP local government housing staff and their community partners can work together in developing, implementing, and managing a successful purchase assistance strategy. It will detail the application process and pre-purchase requirements, including homebuyer education requirements and inspection. SHIP staff will also learn how to solicit sponsors and developers, structure your program, develop effective agreements, and outline responsibilities to comply with SHIP program requirements. The presenters will examine sample construction strategies to highlight options for the terms of assistance and for selecting eligible buyers.

### **Mixed-Income Rental Housing**

October 19 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/5638106935861500685>

This training will focus on rental housing that includes for households in the 80 to 120% AMI range. It is part of the Models for Affordable Housing webinar series that focuses on Florida communities implementing affordable housing best practices related to a variety of approaches. Presenters will

provide Florida examples of mixed-income rental housing, discuss funding involved including rules for income-averaging for Housing Credits, the use of SAIL and SHIP in mixed-income developments, how recent legislation for land use flexibility facilitates mixed-income rental housing, and best practices for local governments for monitoring and compliance.

### **Overcoming NIMBY Opposition**

October 25 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/8180879307698198800>

Opposition to rental developments, even with the extreme need for rental housing is getting worse. Even senior housing faces NIMBY opposition. This makes it harder to use SHIP and SAIL funding. Jaimie Ross, nationally recognized expert in avoiding and overcoming NIMBYism is presenting and will include affordable rental practitioners. This webinar will be for developers, local elected officials, city and county managers, and city and county attorneys.

### **Using Publicly Owned Lands for Affordable Housing**

November 1 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/869564536305554059>

This webinar provides guidance on how the public sector, including school boards and Community Redevelopment Agencies, can use its land for affordable housing purposes. Publicly owned land is one of the most important tools a local government must address the affordable housing crisis. Some local governments have enormous numbers of properties in their inventory available for affordable housing but are stymied in terms of taking the next steps towards disposition. Some local governments are inclined to avoid Florida's surplus lands laws and sell surplus property to use the funds for general revenue. This training will provide best practices to local governments, nonprofits, and local advocates to improve the local process for disposing of publicly owned land for the benefit of affordable housing.

### **Preparing for the SHIP Monitor Part 1:**

November 8 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/8052178173132246541>

This webinar is designed to familiarize SHIP staff with the periodic monitoring process. Have you received notice that a Florida Housing Finance Corporation Monitor will soon conduct a compliance review of your SHIP program? Don't get nervous—get prepared. This first webinar will provide the results from an analysis of recent monitoring reports to help you prepare for your monitoring visit and will offer an overview of the monitoring process. Learn about the program details that SHIP monitors focus their attention on during their review of the SHIP jurisdictions program. Learn about the items that monitors look for related to file documentation, eligibility determination, and administrative procedures. This may help you achieve the best outcome during your next monitoring visit.

### **Preparing for the SHIP Monitor Part 2:**

November 10 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4929340849876663820>

This is the second half of a webinar series will outline SHIP rule compliance, as well as options offered by Florida Housing Finance Corporation for addressing non-compliance issues. Learn about budget reconciliation, annual reporting, and SHIP tracking documents that monitors will review. In addition, presenters will discuss the local government monitoring responsibilities when working with Nonprofit Sub Recipients & Sponsors. The training will share best practices for monitoring rental housing for SHIP compliance.

### **Proficiency in Income Qualification Part 1:**

November 15 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2444307132149471501>

This is the first of a two-part training focused on resources available for SHIP administration in determining income. It covers the process of advertising based on the SHIP statute and rule as well as your LHAP, establishing a waiting list, the application intake process, setting priorities based on your LHAP, and determining household members to establish household size. Presenters will offer a review of the income verification process including the definition of income, income inclusions and exclusions, types of income and how they are calculated, and proper file documentation for income verification.

### **Proficiency in Income Qualification Part 2:**

November 17 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/5478113700369582093>

This webinar will focus on calculating asset and asset income, completing the resident income certification form, complying with the 120-day clock, the award letter, and monitoring and compliance. The training will also address critical eligibility activities, including asset calculation and asset exclusions. Participants will learn how to compute anticipated annual household income.

### **The Role of SHIP in Housing Resilience Strategic Planning**

November 30 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/7439008026112840207>

This webinar will help local governments optimize how they use valuable subsidy to maximize the production of much-needed affordable units in their communities. As production costs increase, and land use tools such as inclusionary zoning and other flexibilities grow in popularity, local governments are increasingly challenged by the need to accurately evaluate proposals to close the gap in financing needed to meet the actual costs of the development while providing housing at an affordable cost. Such subsidy needs often far exceed amounts needed to meet Florida Housing local government contribution requirements, and the timing of such requests often occurs prior to the detailed underwriting completed by Florida Housing and other funders.

### **LHAP Design Part 1:**

December 6 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2279808098006524428>

This webinar will assist local government staff in the preparation and implementation of the Local Housing Assistance Plan (LHAP) as required by SHIP. It focuses on using and improving on the LHAP in the three years between when the plan is formally updated. Learn how to write a LHAP that is clear, concise and complies with all requirements. The presenters will advise participants how to update existing strategies, add a new strategy, and incorporate the regulatory reform work of the affordable housing advisory committee (AHAC) into the LHAP.

### **LHAP Design Part 2:**

December 13 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4921879563971165199>

This webinar will provide examples of the nuts and bolts of the plan update. This is an important training, considering that many SHIP communities must submit new LHAPs in 2023. Key topics to be addressed include properly defining terms of assistance and designing housing strategies that work in a changing market. Presenters will discuss not-so-common strategies that can be used to serve both renters and owners. Local governments will be encouraged to review local data to better identify the needs in their community when it comes to selecting and designing strategies to ensure a comprehensive approach to addressing affordable housing needs.

### **Financing and Monitoring Rental Housing with SHIP**

January 5, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/4732468894877493260>

SHIP funding is primarily focused on homeownership, but it can be a valuable tool to support rental housing projects. This workshop addresses the principles behind developing and financing affordable rental housing. The challenges and opportunities of both new construction and rehabilitation will be covered, as will small, scattered site deals and large-scale developments. The presenters will provide an overview of tax credit deals from a SHIP perspective to help participants understand the local government role in funding and compliance. Key topics include income eligibility, calculating affordability, and the components of compliance monitoring. Learn what the "missing middle" is and how it can be supported with SHIP funds, as well as the SHIP requirements for ongoing monitoring of assisted rental units. The presenters will discuss how SHIP can leverage other sources of funding such as low-income housing tax credits. Learn how SHIP can be used as the Local Government Contribution for development responding to a Request for Application from Florida Housing Finance Corporation.

Participants will gain perspective on monitoring long term affordability, and other monitoring and compliance responsibilities.

### **[Affordable Housing Development Using SAIL Funds Part 1](#)**

January 17, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/4403382865660934669>

This two-part webinar series will focus on Florida's State Apartment Incentive Loan program, an essential source of financing that is flexible and tailored to fill funding gaps in affordable multifamily housing projects. SAIL, created by the State of Florida, has been a national model for providing gap financing for affordable apartments since it was created over 30 years ago. This training is for housing providers, lenders, and local government staff and elected officials. Participants will receive a broad overview of SAIL including the program rule, how to apply for funding, the types of projects that are eligible for SAIL funding and how projects are selected. Presenters will explain the required set-asides, including the newest set-aside for youth aging out of foster care.

### **[Accessory Dwelling Units for Affordable Housing](#)**

January 19, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4282702668419540752>

This training is part of the Models for Affordable Housing webinar series. Accessory dwelling units, also called granny flats, mother-in-law suites, and carriage houses, can be a smart growth tool for affordable housing and is a housing type supported by the Florida Legislature. Presenters will explain how local governments can ease barriers to ADU development and discuss how to develop ADUs as infill units for lower-income renters and family members. Coalition staff will provide a strategy as part of this training that may be used for SHIP-funded ADU development.

### **[SHIP Program Administration Part 1](#)**

January 24, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3411061526965287179>

This is the first training in a two-part series designed to provide guidance on the fundamental rules of the SHIP program, as well as assist SHIP administrators with five years or less of SHIP experience with the implementation of their programs. This webinar will provide a SHIP program overview, income eligibility review, LHAP guidance, and AHAC requirements. The guidance from this training will help SHIP administrators adjust, adapt, and be successful.

### **[Affordable Housing Development Using SAIL Funds Part 2](#)**

February 1, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/6787072397632928780>

his second training focuses on SAIL rental development. Presenters will demonstrate how SAIL can be leveraged with the 4% or 9% low-income housing tax credits, multifamily bonds and other funding sources for developing or rehabilitating affordable rental housing. The training will showcase successful projects exhibiting the wide range of housing types possible with the program, including farmworker-fisher worker housing, housing for persons experiencing homelessness, and permanent supportive housing for homeless and those with disabling conditions.

### **[SHIP Program Administration Part 2](#)**

February 6, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/869767998268091406>

This second half of a webinar series is designed to provide guidance on the fundamental rules of the SHIP program. Presenters will review a year-long timeline of SHIP tasks and deadlines and will provide LHAP guidance about strategy implementation. Participants will learn about tracking and reporting SHIP, fiscal management, monitoring, and compliance. This administration training looks beyond a list of rules and regulations to help participants understand the basis and reasoning for program requirements. This deeper knowledge will help participants as they consider how to update their process or strategies.

### **Curing Title Issues**

February 8, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2062618267637654286>

This second half of a webinar series is designed to provide guidance on the fundamental rules of the SHIP program. Presenters will review a year-long timeline of SHIP tasks and deadlines and will provide LHAP guidance about strategy implementation. Participants will learn about tracking and reporting SHIP, fiscal management, monitoring, and compliance. This administration training looks beyond a list of rules and regulations to help participants understand the basis and reasoning for program requirements. This deeper knowledge will help participants as they consider how to update their process or strategies.

### **Developing Selection Criteria for Recipients and Sponsors**

February 15, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/1813055516412431887>

This webinar will help local governments develop a selection system that identifies SHIP eligible applicants and considers how to prioritize them in accordance with the selection criteria identified in the LHAP. Presenters will also discuss selection criteria to identify sponsors that will work on SHIP projects. Several SHIP communities outsource implementation of one or more of their strategies to non-profit or for-profit organizations. This webinar will focus on addressing details of the LHAP selection criteria and suggested language for a Request for Proposal, scoring applications, selection criteria, contract award and the terms of the written agreement.

### **Managing a Successful Purchase Assistance Program**

March 1, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/6193600001425533968>

This training introduces best practices for helping home buyers. Most SHIP funds must be expended for homeownership activities, and homebuyer assistance is one of the most common strategies employed by local governments to meet the homeownership set aside requirement. This training is for SHIP local government housing staff and their community partners interested in developing, implementing, and managing a successful purchase assistance strategy. It will detail the application process and pre-purchase requirements, including homebuyer education requirements and inspections.

### **Accessing Infrastructure Funds for Housing**

March 9, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/7749499114682102286>

This webinar will help local governments optimize how they use valuable subsidy to maximize the production of much-needed affordable units in their communities. As production costs increase, and land use tools such as inclusionary zoning and other flexibilities grow in popularity, local governments are increasingly challenged by the need to accurately evaluate proposals to close the gap in financing needed to meet the actual costs of the development while providing housing at an affordable cost. Such subsidy needs often far exceed amounts needed to meet Florida Housing local government contribution requirements, and the timing of such requests often occurs prior to the detailed underwriting completed by Florida Housing and other funders. Therefore, local governments must be equipped to review proposals with a greater level of precision than maybe required in the past.

### **Increasing Minority Homeownership**

March 15, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/4039639130426432012>

Presenters will discuss federal, state and local fair housing law enforcement and compliance, improving outreach of purchase assistance programs to reach minority populations and those least likely to apply. How a Limited English Proficiency Plan can increase participation, and the role of counseling as a tool to provide increased outreach and minority homeownership. Local government will learn how to use data to determine community needs. Presenters will include those from Florida communities that have a process in place that focuses on increasing minority homeownership.

### **Using SHIP to End Homelessness**

March 22, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4925463971879088141>

This training will address using SHIP to prevent and end homelessness. We will discuss strategies including eviction prevention, rental assistance, and development of housing for special needs populations. SHIP funds can and should be used to help round out options and fill gaps in housing needs for special populations, including those nearing and/or homelessness. We will share examples of strategies implemented by SHIP administrators that address homelessness and allow time for discussion of your community's ideas as well. Additionally, this training will discuss other funding streams available in the community (i.e., Emergency Rental Assistance Programs, State and Local Fiscal Recovery Funds, Emergency Solutions Grant funding, etc.) and how to ensure that there is not unnecessary duplication of services or payment.

### **New Construction Strategies and Partnerships**

March 28, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/1804746507041576204>

This webinar is designed to guide SHIP administrators as they explore opportunities for local governments to develop single family homes while working with developers and sponsors. Designing a strategy in your Local Housing Assistance Plan that meets the SHIP requirements is an important first step in this process. Learn how to solicit sponsors and developers, structure your program, develop effective agreements, and outline responsibilities to comply with SHIP program requirements. The presenters will examine sample construction strategies to highlight options for the terms of assistance and for selecting eligible buyers. SHIP administrators, nonprofit housing developers and contractors will find this webinar an essential first step in establishing or updating a single-family development program.

### **Working with Blended Financing/Subsidy Layering**

April 6, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3237422252661666316>

The webinar offers useful guidance to help determine which rule takes precedence over another when monitoring blended projects. This webinar offers guidance on monitoring projects that have multiple funding sources such as SHIP, HOME and tax credit financing. It will address which project rules apply when there are multiple funding sources and considerations when reviewing rents, utility allowances, annual Resident Income Certifications, recording keeping and file reviews.

### **Survive and Thrive as a Nonprofit**

April 11, 2023 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/7020633956142244110>

This webinar is designed to help nonprofits build organizational capacity, which in turn supports resource development. This training will help those interested in building nonprofit organizational capacity and resiliency, such as nonprofit CEOs or executive directors, senior staff, board members, funders, and local government staff working with nonprofits. Presenters will help participants identify factors that can boost nonprofit performance, including tracking performance benchmarks and building strong staff. Participants will learn how to evaluate a nonprofit's financial strength by examining financial reports and related documents.

### **Working with Sponsors and Subrecipients**

April 19 at 10:00 am

**Registration:** <https://attendee.gotowebinar.com/register/53223384483907597>

This webinar will offer guidance on how to outsource implementation of one or more SHIP strategies to nonprofit or for-profit organizations. Learn what types of groups may serve as sponsors and subrecipients and hear firsthand from the SHIP staff and/or sponsors and subrecipients that provide SHIP services. The presenters will highlight key examples of how SHIP work is effectively outsourced, addressing details of LHAP selection criteria and suggested language for a Request for Proposal, selection and award. The webinar will address service delivery fees and other details that should be incorporated into the written agreement. Key topics include the elements of monitoring and effective communication.

### **Shared Equity**

April 25, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2828278582804545036>

This webinar introduces shared equity programs, including the community land trust model, and how incorporating shared equity provisions into SHIP strategies can effectively expand and preserve the affordable housing stock in any community. The presenters will cover the philosophy and mechanics of shared equity programs, the benefits of shared equity homeownership from the perspective of the homebuyer and the community, and best practices for how a local government can partner with a community land trust to implement a SHIP shared equity program. Key topics will include an overview of common shared equity models, the difference between subsidy recapture and subsidy retention, factors to consider when establishing a CLT program and designing a resale formula, local government disposition of surplus lands, lending for shared equity programs, and recordkeeping.

### **New SHIP Staff Orientation**

May 2, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/8839226188483909133>

This webinar will assist new SHIP staff in understanding the program rules that govern the administration of assistance strategies, as well as the timeline and targets tied to program administration, the LHAP, annual report and program compliance. SHIP staff with 5 years or less of experience may benefit from this training, which will address deadlines and responsibilities throughout the year. Staff with more than 5 years of experience are also welcome since this training can be a great refresher. The topics addressed are fundamental, and all should take away something new.

### **Finance Department Staff Training**

May 10, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/2376500250067765517>

This is a training designed for Finance Department Staff to address topics related to state and federal housing programs. It will help city and county finance department staff work successfully with SHIP. The presenters will highlight several best practices for financial management. They will offer guidance to ensure compliance with SHIP tracking and annual reporting rules. Participants will receive tips for working with housing staff as they reconcile their financial tracking with the general ledger. Presenters will highlight several best practices for financial management and offer guidance to ensure compliance with CDBG and HOME regulatory requirements. Participants will receive tips for working with housing staff as they reconcile their financial tracking with the general ledger. Key topics include: CDBG/HOME regulatory requirements and reconciling with the general ledger.

### **Planning and Zoning**

May 17, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4195489406106943243>

This training is designed to annually address local land use policies that affect the development of housing that is affordable. It will include an explanation of House Bill 1339 planning and zoning updates, along with a discussion of how zoning codes, impact fees, development standards, and review processes impact the cost of development. Participants will learn how local governments can use their land use authority to require, facilitate, and encourage the production of affordable housing.

### **Tracking SHIP Activity Throughout the Year**

May 22, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/9215294349555531535>

This training focuses on the upfront work needed to ensure that SHIP funds are expended in a manner that fully complies with SHIP rules. The presenters will discuss a timeline that will help you keep up with the expenditure and encumbrance deadlines. Participants will learn the details of complying with the income, homeownership, construction, special needs, and mobile home set-aside requirements. The presenter will offer guidance about tracking foreclosures and defaults. Learn how to properly implement the ongoing review and expedited permitting incentive strategies that provide data for the annual report. SHIP staff must track many things—this training details all that is involved with collecting the data needed to create annual reports.

### **New Annual Reporting of SHIP Applications**

May 30, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3290624321796206350>

This webinar is designed to prepare SHIP staff for changes to the annual report that require them to report application information on the SHIP annual report. Presenters will address how to track and report applications. Learn best practices for maintaining a waiting list. This training will provide guidance on the new requirements and best practices for tracking required annual report data.

### **SHIP Rent Limits Policy**

June 26, 2023 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/4409149804151375119>

This training will introduce staff to using SHIP for rental housing, which come with several rules and requirements. Learn about the Florida Housing Finance Corporation's guidance on SHIP rental assistance, which exempts rent/utility deposit assistance from compliance with the SHIP rent limits. Other SHIP-related rental assistance and development will also be addressed. Eviction prevention assistance can help a tenant struggling to pay past due rent. SHIP rent subsidies may pay for limited monthly rent of a very low-income homeless or special needs household. The webinar will also review the rules when SHIP is expended for rental new construction or rehabilitation.