

HHRP Tracking and Reporting



sponsored by
Florida Housing Finance Corporation's
Catalyst Program

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THE FLORIDA HOUSING COALITION





AFFORDABLE HOUSING CATALYST PROGRAM

Sponsored by the Florida Housing
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Welcome
Robert Dearduff and Cameka Gardner,
Florida Housing Finance Corporation

HHRP Report Season



- August 2022- **Begin HHRP report**
- September 1, 2022- **HHRP Report Public review. Certification signed by chief elected official**
- **September 15, 2021- HHRP 19/20 and 20/21 Reports are due**

Differences between SHIP and HHRP

- Administrative Funds: 15% of HHRP Allocation for administration, rather than 10% under SHIP
 - HHRP Agreement notes this maximum includes project delivery costs
- HHRP1 and HHRP2: not connected by carry forward
- Sources of Assistance: After Disaster, SHIP may not be only source paying. Avoid Duplication of Benefits
- Timeline: Some HHRP might take longer than 3 years to expend

SHIP and HHRP Similarities

- Both use the statewide infrastructure of local housing administrators
- Mostly same types of housing assistance
- Target the same income categories
- Primarily focus on homeownership assistance



This September, Report on Two HHRP Allocations

- 2005 \$187M from Florida General Revenue
- 2019 \$65M from Sadowski Housing Trust Fund
- 2020 \$20M for Hurricane Michael Counties

Two Allocations of Hurricane Housing Recovery Program

19/20 HHRP Allocation

Hurricane Totals	\$ 65,000,000
Bay	\$ 36,660,000
<i>Bay County</i>	\$ 28,228,200
<i>Panama City</i>	\$ 8,431,800
Jackson	\$ 7,215,000
Gulf	\$ 5,915,000
Calhoun	\$ 5,135,000
Gadsden	\$ 3,055,000
Washington	\$ 1,885,000
Liberty	\$ 1,755,000
Franklin	\$ 1,235,000
Leon	\$ 780,000
<i>Leon County</i>	\$ 351,000
<i>Tallahassee</i>	\$ 429,000
Wakulla	\$ 780,000
Holmes	\$ 585,000

20/21 HHRP Allocation

Hurricane Totals	\$ 20,000,000
Bay	\$ 11,280,000
<i>Bay County</i>	\$ 8,685,600
<i>Panama City</i>	\$ 2,594,400
Jackson	\$ 2,220,000
Gulf	\$ 1,820,000
Calhoun	\$ 1,580,000
Gadsden	\$ 940,000
Washington	\$ 580,000
Liberty	\$ 540,000
Franklin	\$ 380,000
Leon	\$ 240,000
<i>Leon County</i>	\$ 108,000
<i>Tallahassee</i>	\$ 132,000
Wakulla	\$ 240,000
Holmes	\$ 180,000
Taylor	\$ -

Tracking and Reporting

HHRP Funds are Tracked and Reported Separately from SHIP

September 2021:

- 19/20 HHRP Interim Report
- 18/19 SHIP Close out Report

September 2022:

- 19/20 HHRP Report
- 20/21 HHRP Interim Report
- 19/20 SHIP Close out Report

Two HHRP Allocations to Track



- **Encumbrance Deadline**
 - **June 30, 2021** for **19/20** allocation
 - **June 30, 2022** for **20/21** allocation
- **Expenditure Deadline**
 - **June 30, 2022** for **19/20** but extended until **2024** in several communities
 - **June 30, 2023** for **20/21** allocation

Some have an Expenditure Extension for 19/20 HHRP Funds

Others will close out HHRP1
with this report, including

- Franklin County
- Wakulla County

Guidance on Creating Two HHRP Reports

- Two different HHRP Data Spreadsheets
- Set-aside compliance: track separately
- Program Income:
 - Track separately
 - Rob Dearduff: “During the life of the program it should be accounted for in HHRP. After closeout, it is SHIP.”



Key Points from Florida Housing

- **19/20 and 20/21** are separate allocations with no provision for interim year, only 'Close Out'
- Each spreadsheet shows only **1** allocation
- If you have validation errors, you cannot submit a close out report
- Regardless, please ensure all information is current by **September 15th**



Questions and Answers

Example of a Closed Out 19/20 Report

\$1,235,571 Allocation

-\$1,043,206 Assistance

-\$185,250 Admin

\$7,114: Return to FHFC or Combine w/SHIP or HHRP2 (If 19/20 deadline extended)

- Although Expenses are less than Allocation, there is no validation error.

3	HHRP Manufactured Home Repair	\$92,797.00	5
10	HHRP Manufactured Home Replacement	\$705,500.40	10

Homeownership Totals: \$1,043,206.40 21

Rentals

Code	Strategy	Expended Amount	Units
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Rental Totals:

Subtotals: \$1,043,206.40 21

Additional Use of Funds

Administrative:	\$185,250.00
Homeownership Counseling:	
Admin From Program Income:	

Total Revenue

HHRP Allocation:	\$1,235,000.00
Program Income (Interest):	\$571.00
Program Income (Payments):	
Recaptured Funds:	\$0.00
Carry-Over Funds:	
Total:	\$1,235,571.00

This 19/20 Report must be corrected

Homeownership Totals: \$347,333.00

Rentals

Code	Strategy	Expended Amount
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Rental Totals:

Subtotals: \$347,333.00

Additional Use of Funds

Administrative:	\$36,100.00
Homeownership Counseling:	\$64,000.00
Admin From Program Income:	\$0.00

Total Revenue

HHRP Allocation:	\$429,000.00
Program Income (Interest):	\$15,443.06
Program Income (Payments):	
Recaptured Funds:	\$0.00
Carry-Over Funds:	
Total:	\$444,443.06

\$347,333 Assistance
\$36,100 Admin
+ \$64,000 Counseling
\$447,433 Expended

- **Problem: More than the \$444,443 Allocation**
- **Two households are assisted by a combo of HHRP 1 and 2**
- **Solution: Add \$2990 more expenses to HHRP2 report**

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Data to collect for HHRP Report

- Expenses
- Encumbrances
- Set-aside compliant expenses
- Demographic information
- Dates (for tracking Deadlines)
- Special Needs

Demonstration of the HHRP Annual Report

Funding Year:

Hurricane Housing Relief Program (HHRP) Fund

Total Revenue

[Click here to download a blank copy of the Excel template](#)

Program Income Funds	
2019 Allocation	3,055,000.00
Program Income - Loan Repayment	24,116.51
Program Income - Refinance	
Program Income - Foreclosure	
Program Income - Sale of Property	
Program Income - Interest Earned	
Total:	3,079,116.51

Save Updates

Current Report Status: **Unsubmitted**

[View or Download the Report](#)

Submit This HHRP Report

[Validation Warnings](#)

Additional Use of Funds

Administrative Funds:	<input type="text" value="20,177.03"/>
Administrative Program Income:	<input type="text"/>
Homeownership counseling:	<input type="text"/>

Save Updates

Admin by Entity

Name	Business Type	Strategy Covered	Responsibility	Amount
Gadsden County Board of				

Review of HHRP Data Spreadsheet

	A	B
1	HHRP Funds received in 19/20 FY	
2		
3		
4		
5		
6	A	B
7	Strategy	Funds Budgeted per Strategy
8		

Submit Report Once Complete

Program (HHRP) Fund

[Click here to download a blank copy of the Excel template](#)

Current Report Status: **Unsubmitted**

[View or Download the Report](#)

Submit This HHRP Report

[Validation Warnings](#)

- “Submit This HHRP Report” button does not materialize until all Validation Errors are addressed

Questions and Answers

Timeline: What To Do NOW

NOW:

Reconcile with General Ledger

Expend & Encumber

Achieve Set-Aside Compliance

HHRP Report must reconcile with the General Ledger



Required by **Florida's Single Audit Act**

- State financial assistance provided to non-state entities is subject to audit that parallels federal requirements

Compare HHRP Tracking to General Ledger



**Sum of Unencumbered plus
Unspent Encumbered money
on Tracking Spreadsheet**

COMPARED WITH

**Current balance of the HHRP
Local Housing Trust Fund**

Account for Two HHRP Administrative Budgets

- 15% Budget pays Admin and also pays Project Delivery Costs
- Pays for Salaries, Equipment, Training
- Service Delivery Fee when contracting out

Project Delivery Costs

Rehabilitation:

- Initial Inspection
- Work Write Up/Cost Estimate
- Construction inspections/oversight

Outsource to 3rd Party:

- Service Delivery Fee



Purchase Assistance:

- Housing Counseling
- Inspection

Administrative Costs

- Advertising
- Outreach and Pre-screening
- Applications and Eligibility Determination
- LHAP Work
- Prep for the Monitor
- Office space, Utilities, Copier, Computers
- Tracking and Reporting



What To Do NOW

Expend

- As much as possible
- Re-evaluate strategies or staffing,
Schedule free Technical Assistance

Encumber

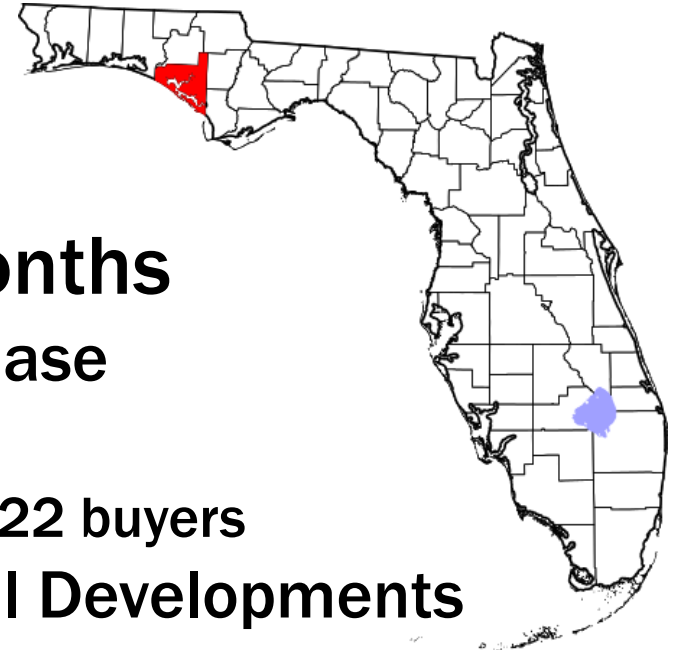
- Commit 20/21 HHRP Funds

HHRP Community in the Spotlight

Bay County Progress on 19/20 HHRP

\$13 million Expended and Encumbered in the last 12 Months

- **\$3.9 million expended on 70 Purchase Assistance Clients**
 - **\$1.4 million encumbered for another 22 buyers**
- **\$6 million encumbered for 3 Rental Developments producing 60 HHRP assisted units**
- **More expenditures for Impact Fees, Rental Assistance, and Foreclosure Prevention**



Track Set-Aside Compliance

Income Set-aside

A) At least 30% of all Revenue for Very Low

B) At least 60% for VLI and Low combined

Manufactured Housing Set-aside

No more than 20% of Allocation

Track Set-Aside Compliance (cont)

Homeownership Set-aside

65% of Allocation + Recaptured Funds

- Housing Counseling expenditures do not count

Construction Set-aside

75% of Allocation + Recaptured Funds

Special Needs Set-aside

20% of Allocation

Program Income need not comply with Homeownership Set Aside

Pay for activities including

- **Constructing Rental Units**
- **Repairing Transitional Housing**
- **Providing Rental Deposits**

There is No Certification to Sign

The HHRP Funding Agreement
does not require a certification

State Housing Initiatives Partnership (SHIP) Program
Annual Report and Local Housing Incentives Certification

On Behalf of _____ (Local Government), I hereby certify that:

1. The Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate for the closeout year _____ and interim years _____.
2. The local housing incentives or local housing incentive plan have been implemented or are in the process of being implemented. Including, at a minimum:

Questions and Answers