

Preparing and Submitting the SHIP Annual Report



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



we make housing affordable™

THE FLORIDA HOUSING COALITION



Tracking & Reporting Timing

June 30: Encumbrance & Expenditure Deadline

- FY 19/20 (close-out) all funds must be **expended**
- FY 20/21 funds must be **expended or encumbered**
- FY 21/22 funds may be **expended, encumbered or unencumbered**
- Encumber for real, eligible applicants

Don't Miss the
DEADLINE!

**No extension for submitting Annual Reports
Due Thursday, September 15th, 2022**

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SHIP Annual Reports must reconcile with the General Ledger

Sum of Unencumbered plus
Unspent Encumbered money on
Spreadsheet

COMPARED WITH

Current balance of the
SHIP Local Housing Trust Fund



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

	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 (19/20), as well as interim year 1 (20/21). Report no longer reviews interim 2
- Include activity through June 30, 2022

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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

4	Applicant Information						
5	First Name	Last Name	Street Address	City	Zip	City/ Unincorporated	Structure Type
6							
7							

Applicant Level Data

Rental Developments

+

1234567891011121314151617181920212223242526272829303132333435363738394041424344454647484950515253545556575859606162636465666768697071727374757677787980818283848586878889909192939495969798991001011021031041051061071081091101111121131141151161171181191201211221231241251261271281291301311321331341351361371381391401411421431441451461471481491501511521531541551561571581591601611621631641651661671681691701711721731741751761771781791801811821831841851861871881891901911921931941951961971981992002012022032042052062072082092102112122132142152162172182192202212222232242252262272282292302312322332342352362372382392402412422432442452462472482492502512522532542552562572582592602612622632642652662672682692702712722732742752762772782792802812822832842852862872882892902912922932942952962972982993003013023033043053063073083093103113123133143153163173183193203213223233243253263273283293303313323333343353363373383393403413423433443453463473483493503513523533543553563573583593603613623633643653663673683693703713723733743753763773783793803813823833843853863873883893903913923933943953963973983994004014024034044054064074084094104114124134144154164174184194204214224234244254264274284294304314324334344354364374384394404414424434444454464474484494504514524534544554564574584594604614624634644654664674684694704714724734744754764774784794804814824834844854864874884894904914924934944954964974984995005015025035045055065075085095105115125135145155165175185195205215225235245255265275285295305315325335345355365375385395405415425435445455465475485495505515525535545555565575585595605615625635645655665675685695705715725735745755765775785795805815825835845855865875885895905915925935945955965975985996006016026036046056066076086096106116126136146156166176186196206216226236246256266276286296306316326336346356366376386396406416426436446456466476486496506516526536546556566576586596606616626636646656666676686696706716726736746756766776786796806816826836846856866876886896906916926936946956966976986997007017027037047057067077087097107117127137147157167177187197207217227237247257267277287297307317327337347357367377387397407417427437447457467477487497507517527537547557567577587597607617627637647657667677687697707717727737747757767777787797807817827837847857867877887897907917927937947957967977987998008018028038048058068078088098108118128138148158168178188198208218228238248258268278288298308318328338348358368378388398408418428438448458468478488498508518528538548558568578588598608618628638648658668678688698708718728738748758768778788798808818828838848858868878888898908918928938948958968978988999009019029039049059069079089099109119129139149159169179189199209219229239249259269279289299309319329339349359369379389399409419429439449459469479489499509519529539549559569579589599609619629639649659669679689699709719729739749759769779789799809819829839849859869879889899909919929939949959969979989991000100110021003100410051006100710081009101010111012101310141015101610171018101910201021102210231024102510261027102810291030103110321033103410351036103710381039104010411042104310441045104610471048104910501051105210531054105510561057105810591060106110621063106410651066106710681069107010711072107310741075107610771078107910801081108210831084108510861087108810891090109110921093109410951096109710981099110011011102110311041105110611071108110911101111111211131114111511161117111811191120112111221123112411251126112711281129113011311132113311341135113611371138113911401141114211431144114511461147114811491150115111521153115411551156115711581159116011611162116311641165116611671168116911701171117211731174117511761177117811791180118111821183118411851186118711881189119011911192119311941195119611971198119912001201120212031204120512061207120812091210121112121213121412151216121712181219122012211222122312241225122612271228122912301231123212331234123512361237123812391240124112421243124412451246124712481249125012511252125312541255125612571258125912601261126212631264126512661267126812691270127112721273127412751276127712781279128012811282128312841285128612871288128912901291129212931294129512961297129812991300130113021303130413051306130713081309131013111312131313141315131613171318131913201321132213231324132513261327132813291330133113321333133413351336133713381339134013411342134313441345134613471348134913501351135213531354135513561357135813591360136113621363136413651366136713681369137013711372137313741375137613771378137913801381138213831384138513861387138813891390139113921393139413951396139713981399140014011402140314041405140614071408140914101411141214131414141514161417141814191420142114221423142414251426142714281429143014311432143314341435143614371438143914401441144214431444144514461447144814491450145114521453145414551456145714581459146014611462146314641465146614671468146914701471147214731474147514761477147814791480148114821483148414851486148714881489149014911492149314941495149614971498149915001501150215031504150515061507150815091510151115121513151415151516151715181519152015211522152315241525152615271528152915301531153215331534153515361537153815391540154115421543154415451546154715481549155015511552155315541555155615571558155915601561156215631564156515661567156815691570157115721573157415751576157715781579158015811582158315841585158615871588158915901591159215931594159515961597159815991600160116021603160416051606160716081609161016111612161316141615161616171618161916201621162216231624162516261627162816291630163116321633163416351636163716381639164016411642164316441645164616471648164916501651165216531654165516561657165816591660166116621663166416651666166716681669167016711672167316741675167616771678167916801681168216831684168516861687168816891690169116921693169416951696169716981699170017011702170317041705170617071708170917101711171217131714171517161717171817191720172117221723172417251726172717281729173017311732173317341735173617371738173917401741174217431744174517461747174817491750175117521753175417551756175717581759176017611762176317641765176617671768176917701771177217731774177517761777177817791780178117821783178417851786178717881789179017911792179317941795179617971798179918001801180218031804180518061807180818091810181118121813181418151816181718181819182018211822182318241825182618271828182918301831183218331834183518361837183818391840184118421843184418451846184718481849185018511852185318541855185618571858185918601861186218631864186518661867186818691870187118721873187418751876187718781879188018811882188318841885188618871888188918901891189218931894189518961897189818991900190119021903190419051906190719081909191019111912191319141915191619171918191919201921192219231924192519261927192819291930193119321933193419351936193719381939194019411942194319441945194619471948194919501951195219531954195519561957195819591960196119621963196419651966196719681969197019711972197319741975197619771978197919801981198219831984198519861987198819891990199119921993199419951996199719981999200020012002200320042005200620072008200920102011201220132014201520162017201820192020202120222023202420252026202720282029203020312032203320342035203620372038203920402041204220432044204520462047204820492050205120522053205420552056205720582059206020612062206320642065206620672068206920702071207220732074207520762077207820792080208120822083208420852086208720882089209020912092209320942095209620972098209921002101210221032104210521062107210821092110211121122113211421152116211721182119212021212122212321242125212621272128212921302131213221332134213521362137213821392140214121422143214421452146214721482149215021512152215321542155215621572158215921602161216221632164216521662167216821692170217121722173217421752176217721782179218021812182218321842185218621872188218921902191219221932194219521962197219821992200220122022203220422052206220722082209221022112212221322142215221622172218221922202221222222232224222522262227222822292230223122322233223422352236223722382239224022412242224322442245224622472248224922502251225222532254225522562257225822592260226122622263226422652266226722682269227022712272227322742275227622772278227922802281228222832284228522862287228822892290229122922293229422952296229722982299230023012302230323042305230623072308230923102311231223132314231523162317231823192320232123222323232423252326232723282329233023312332233323342335233623372338233923402341234223432344234523462347234823492350235123522353235423552356235723582359236023612362236323642365236623672368236923702371237223732374237523762377237823792380238123822383238423852386238723882389239023912392239323942395239623972398239924002401240224032404240524062407240824092410241124122413241424152416241724182419242024212422242324242425242624272428242924302431243224332434243524362437243824392440244124422443244424452446244724482449245024512452245324542455245624572458245924602461246224632464246524662467246824692470247124722473247424752476247724782479248024812482248324842485248624872488248924902491249224932494249524962497249824992500250125022503250425052506250725082509251025112512251325142515251625172518251925202521252225232524252525262527252825292530253125322533253425352536253725382539254025412542254325442545254625472548254925502551255225532554255525562557255825592560256125622563256425652566256725682569257025712572257325742575257625772578257925802581258225832584258525862587258825892590259125922593259425952596259725982599260026012602260326042605260626072608260926102611261226132614261526162617261826192620262126222623262426252626262726282629263026312632263326342635263626372638263926402641264226432644264526462647264826492650265126522653265426552656265726582659266026612662266326642665266626672668266926702671267226732674267526762677267826792680268126822683268426852686268726882689269026912692269326942695269626972698269927002701270227032704270527062707270827092710271127122713271427152716271727182719272027212722272327242725272627272728272927302731273227332734273527362737273827392740274127422743274427452746274727482749275027512752275327542755275627572758275927602761276227632764276527662767276827692770277127722773277427752776277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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 column

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 18/19 (\$60,000) and 19/20 (\$30,000). Click ‘Unit Counted’ on 19/20 amount to indicate 18/19 was involved.

Rental Development TAB

	A	B	C	D	E	F	G	H	I	J	K	L
1	Rental Developments Assited with SHIP Funds											
2												
3	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	Fundi Amou
4												
5												

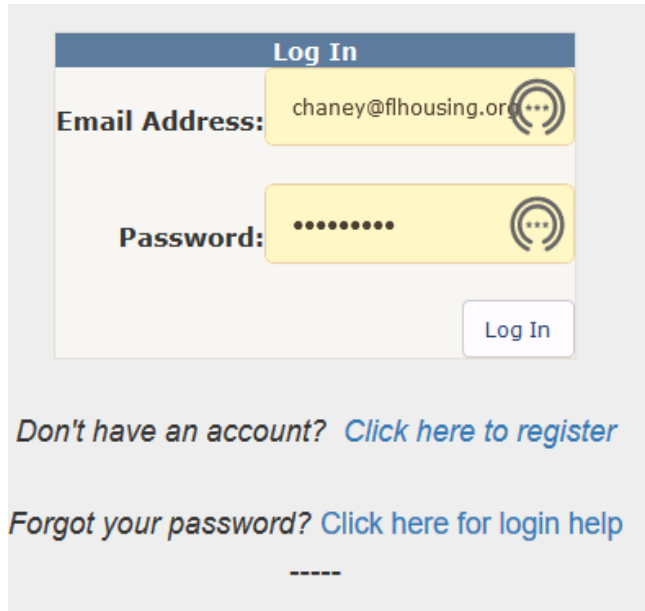
Applicant Level Data Rental Developments

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

One New Spreadsheet Every Year

- Track 3 allocations on data upload spreadsheet
- In October after completing Annual Report
 - Start new spreadsheet using updated version
 - Copy 20/21 projects (name, address)
 - Don't paste over any formulas or pull-down menus (e.g. Structure Type, Income Category)
 - Add additional 20/21 and 21/22 data

Access Report Website Today



The screenshot shows a login form titled "Log In". It has two input fields: "Email Address:" with the text "chaney@flhousing.org" and a password icon, and "Password:" with a masked password "....." and a password icon. A "Log In" button is located to the right of the password field. Below the form, there are two links: "Don't have an account? Click here to register" and "Forgot your password? Click here for login help". A dashed line is positioned below the second link.

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

- First, staff person who has admin rights should try to access.
- Further assistance with "Access Denied":
cameka.gardner@floridahousing.org
- Do not use "Click here to register"
- First Task: Update SHIP Contact and Program information

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Update Contact Information

Update Entire Page:

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

Account Maintenance	LG Selection	Annual Reporting	SHIP Contact Info
SHIP Contact Information			
Use this page to update the agency's contact information.			
Report Contact Information			
This is the name of the individual whom Florida Housing may contact regarding Annual Report information/preparation.			
Contact Name:	<input type="text" value="Stephen Weeks"/>		<input type="button" value="Save Change"/>
Email Address:	<input type="text" value="sweeks@alachuacounty.us"/>		
Telephone Number:	<input type="text" value="(352)337-6285"/>		
SHIP Contacts			
This information will be published on the Florida Housing public website for local government contacts. Note: fields highlighted are pending changes that have not yet been approved by FHFC staff.			
Contact #1			
Prefix:	<input type="text" value="Mr. v"/>		<input type="button" value="Save Change"/>
Contact Name:	<input type="text" value="Stephen Weeks"/>		
Title:	<input type="text" value="Housing Program Manager"/>		

SHIP Annual Report

Change in HB 1339

From the 2020 Florida Legislative session: HB 1339 requires that the annual report submitted to FHFC include **“the number of affordable housing applications submitted, the number approved, and the number denied.”**

Starting with 20/21 Fiscal Year, SHIP Annual Report must include:

- The number of affordable housing applications submitted,
- The number approved, and
- Number denied.

Reasons for Tracking Applications



- It shows the need if many applications are received while fewer are approved or denied
- Shows what portion of processed applications are approved and are denied
- Discover some difference between approved and denied applications

When is an Application Submitted?

Many SHIP communities have waiting lists:

- Some have households complete applications when added to waiting list
- Others collect a pre-screening form instead. Only when the household is next in line is an application completed
- **Best Practice:** collect application when household is first added to the waiting list
- **Reason:** All on the waiting list should be counted to document the need for housing assistance



More about Tracking SHIP Applications

Changes to the SHIP Annual Report



Sponsored by: Florida Housing Finance Corporation

Presenters: Michael Chaney chaney@flhousing.org

Blaise Denton denton@flhousing.org

March 2021 Webinar Recording:

<https://vimeo.com/528035751>

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Data Input

- Report topics have not changed, just formatted differently
- Rent Limits Per Unit automatically added



The screenshot shows a software interface with a tabbed menu at the top. The 'Data Input' tab is selected and highlighted in a light purple color. To its right are three other tabs labeled 'Form 1', 'Form 2', and 'Form 3', which are in a darker purple color. Below the tabs, the 'Data Input' section contains a list of 15 report topics, each preceded by a small square icon with a plus sign inside. The topics are listed in a standard black font on a light lavender background.

Data Input	Form 1	Form 2	Form 3
<input type="checkbox"/> Additional Use of Funds			
<input type="checkbox"/> Average Area Purchase Price			
<input type="checkbox"/> Rent Limits Per Unit			
<input type="checkbox"/> Recap of Funding Sources for Units Produced (Leveraging)			
<input type="checkbox"/> Life-to-Date Homeownership Foreclosure and Default			
<input type="checkbox"/> Incentive Strategies			
<input type="checkbox"/> Administration by Entity			
<input type="checkbox"/> Program Income			
<input type="checkbox"/> Explanation of Recaptured Funds			
<input type="checkbox"/> Description of Support Services:			
<input type="checkbox"/> Other Accomplishments			
<input type="checkbox"/> Availability for Public Inspection and Comments			
<input type="checkbox"/> Efforts to Reduce Homelessness			
<input type="checkbox"/> Interim Year Data			
<input type="checkbox"/> 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.

The screenshot shows a software interface with a tabbed menu at the top. The tabs are labeled 'Data Input', 'Form 1', 'Form 2', and 'Form 3'. The 'Data Input' tab is currently selected. Below the tabs, there is a list of options, each preceded by a small square icon with a plus sign. The option 'Administration by Entity' is circled in red. The other options in the list are: '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', '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', and 'SHIP A/R Data Excel Form Upload'.

Data Input	Form 1	Form 2	Form 3
<input type="checkbox"/> Additional Use of Funds			
<input type="checkbox"/> Average Area Purchase Price			
<input type="checkbox"/> Rent Limits Per Unit			
<input type="checkbox"/> Recap of Funding Sources for Units Produced (Leveraging)			
<input type="checkbox"/> Life-to-Date Homeownership Foreclosure and Default			
<input type="checkbox"/> Incentive Strategies			
<input checked="" type="checkbox"/> Administration by Entity			
<input type="checkbox"/> Program Income			
<input type="checkbox"/> Explanation of Recaptured Funds			
<input type="checkbox"/> Description of Support Services:			
<input type="checkbox"/> Other Accomplishments			
<input type="checkbox"/> Availability for Public Inspection and Comments			
<input type="checkbox"/> Efforts to Reduce Homelessness			
<input type="checkbox"/> Interim Year Data			
<input type="checkbox"/> SHIP A/R Data Excel Form Upload			

Interim Year Information

Input 20/21 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: 

Foreclosures by income category:

VLI:	<input type="text" value="1"/>
Low:	<input type="text" value="3"/>
Mod:	<input type="text" value="0"/>
Total: 4	

Defaults by income category:

VLI:	<input type="text" value="0"/>
Low:	<input type="text" value="0"/>
Mod:	<input type="text" value="0"/>
Total: 0	

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.

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“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: 307

Foreclosures by income category:

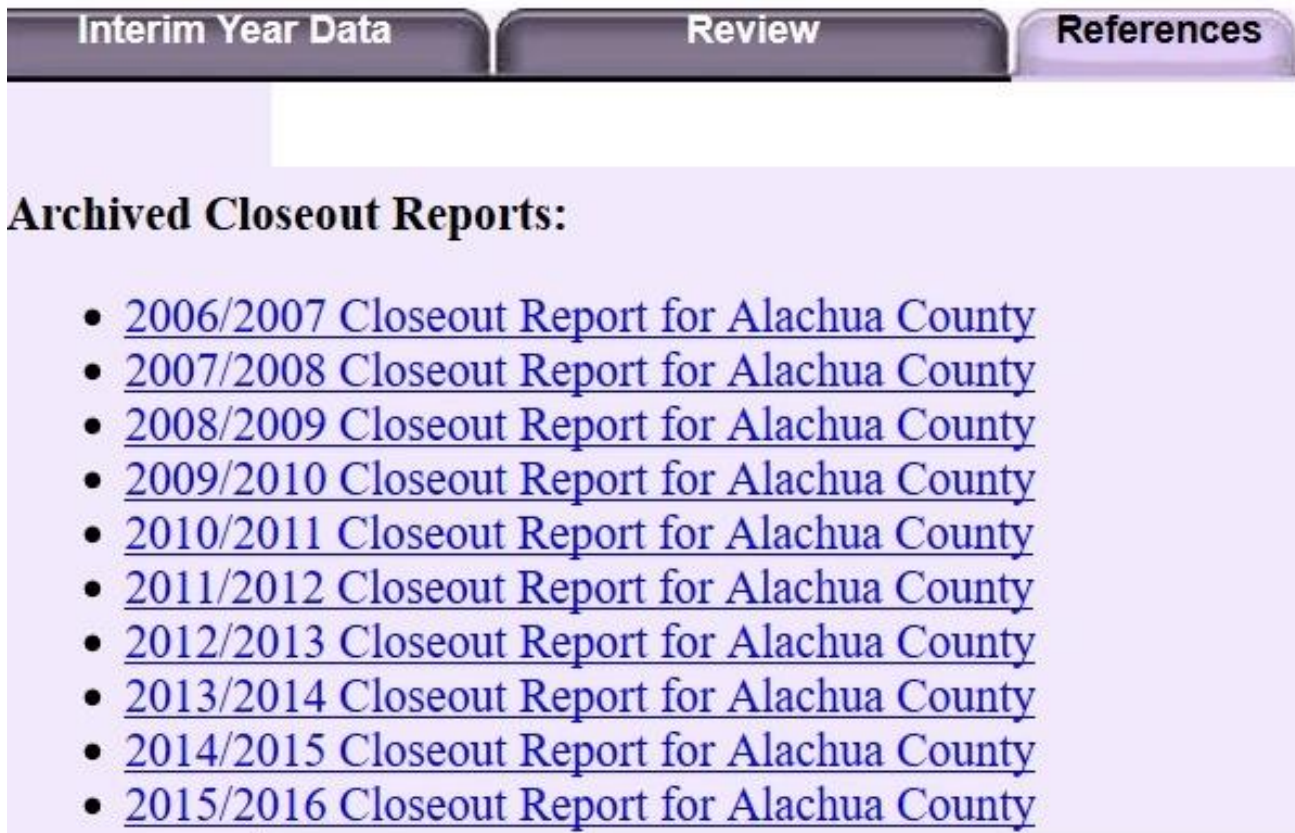
VLI: 1
Low: 3
Mod: 0
Total: 4

Defaults by income category:

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

Estimating “Total SHIP PA Loans”

The References Tab has 12 years of reports



The screenshot shows a software interface with three tabs: 'Interim Year Data', 'Review', and 'References'. The 'References' tab is selected. Below the tabs, the text 'Archived Closeout Reports:' is followed by a bulleted list of 12 reports, each with a blue underlined hyperlink.

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:

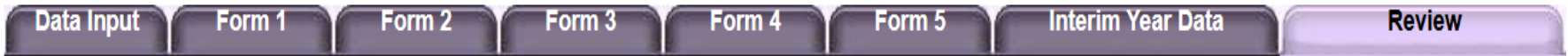
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Validation Errors

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

Report: 2017-2018 (Unsubmitted)



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.

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The background is a grayscale image of various financial documents. It includes a large stack of papers at the top right, a document with a line graph and bar chart at the top left, a document with a pie chart and bar chart at the bottom left, and a document with a bar chart and line graph at the bottom right. The text "Demonstration of the Annual Report" is overlaid in the center in a bold, teal font.

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 be \$_____.
- 4) The cumulative cost per **rehabilitated housing unit** from these actions is estimated to be \$_____.

_____ Date_____

Chief Elected Official or Designee

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Questions and Evaluation

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