Preparing and Submitting the SHIP Annual Report

Sponsored by:
Florida Housing Finance Corporation
Catalyst Program

Presenters: Michael Chaney chaney@flhousing.org
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Our Thanks to the Florida Housing Catalyst Program

AFFORDABLE HOUSING CATALYST PROGRAM

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THE FLORIDA HOUSING COALITION

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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

No extension for submitting Annual Reports

Due Thursday, September 15th, 2022

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

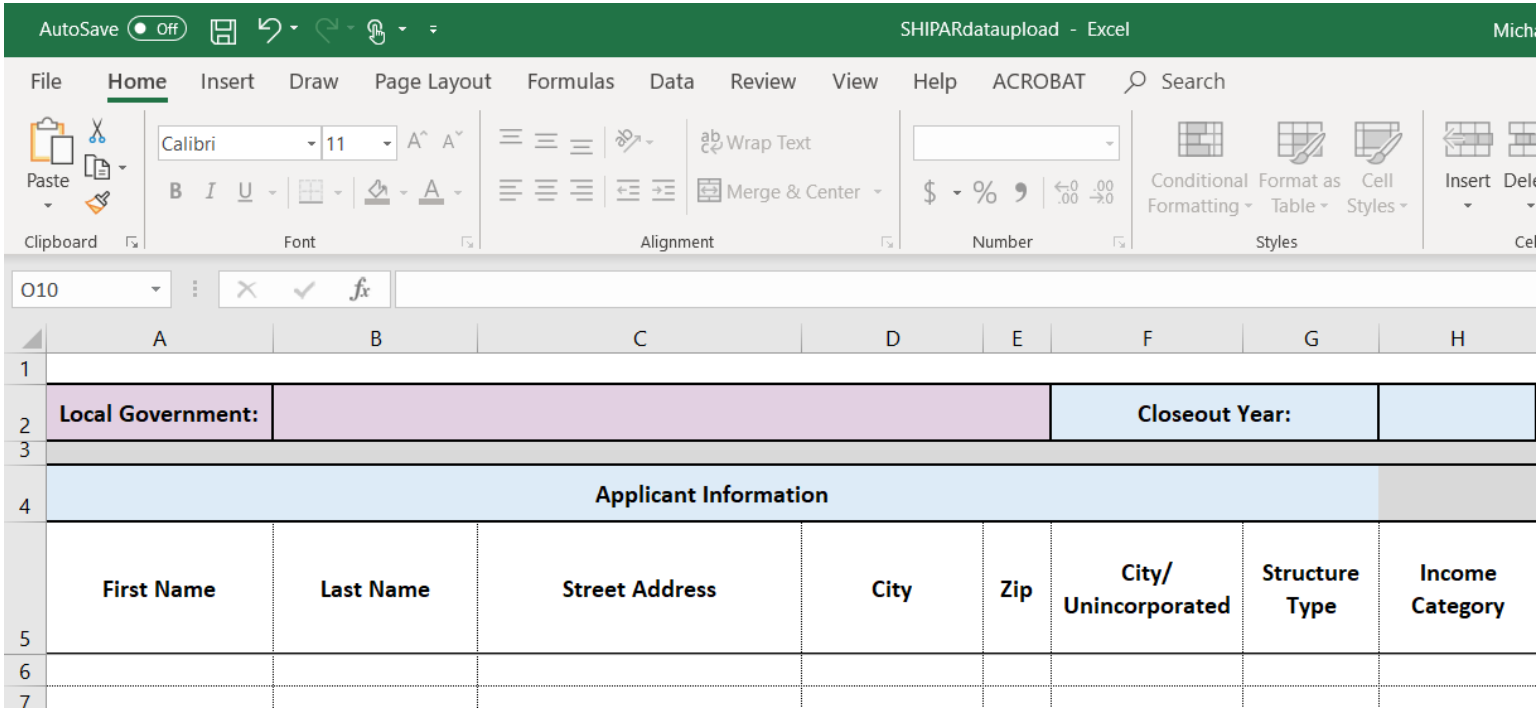
- "Audit Objectives: Determine whether required reports include all activity in the reporting period"

- 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

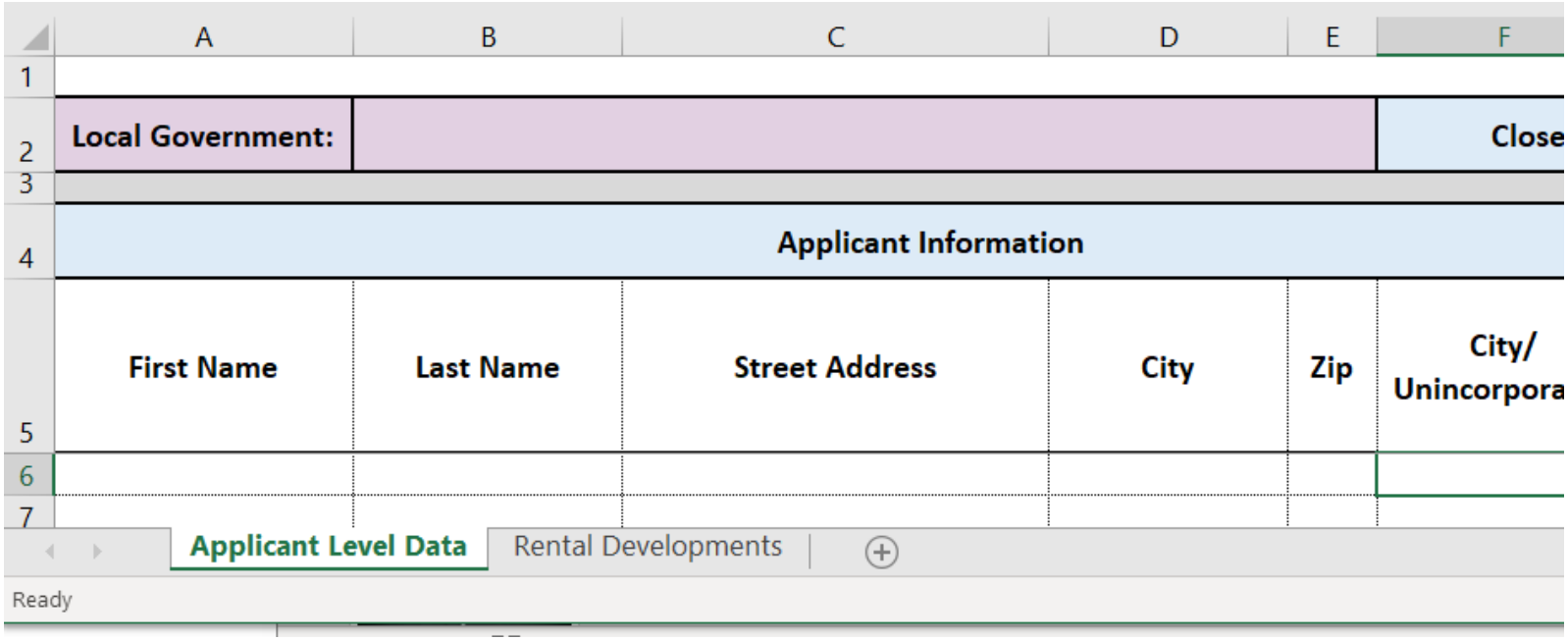
- If less than $750,000 cumulative from all sources of state financial assistance, FSAA is not required
- "Recipient should provide certification to the FHFC SHIP Financial Manager that a single audit was not required… The certification should be in electronic format (email, letter, memo, etc.)… The 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



- 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

Applicant Level Data TAB



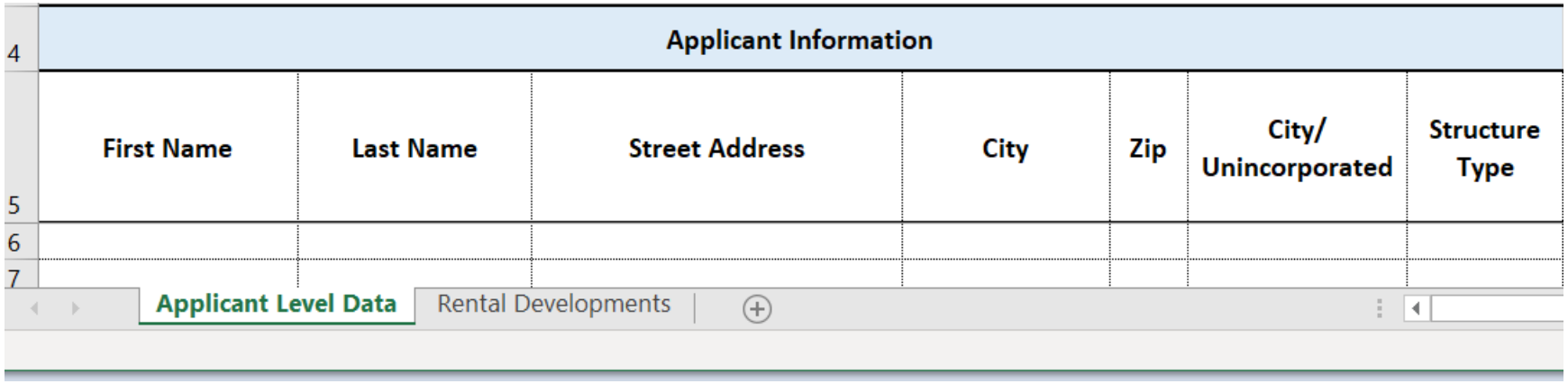
	A	B	C	D	E	F
1						
2	**Local Government:**					**Close**
3						
4	**Applicant Information**					
5	**First Name**	**Last Name**	**Street Address**	**City**	**Zip**	**City/ Unincorpora**
6						
7						

Applicant Level Data | Rental Developments

Ready

- 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

City/Unincorporated: You cannot tell solely by the address. Some unincorporated areas list the city in the address

Structure Type: Single Family SF Home, townhome, condo, mobile home, apartment, other

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

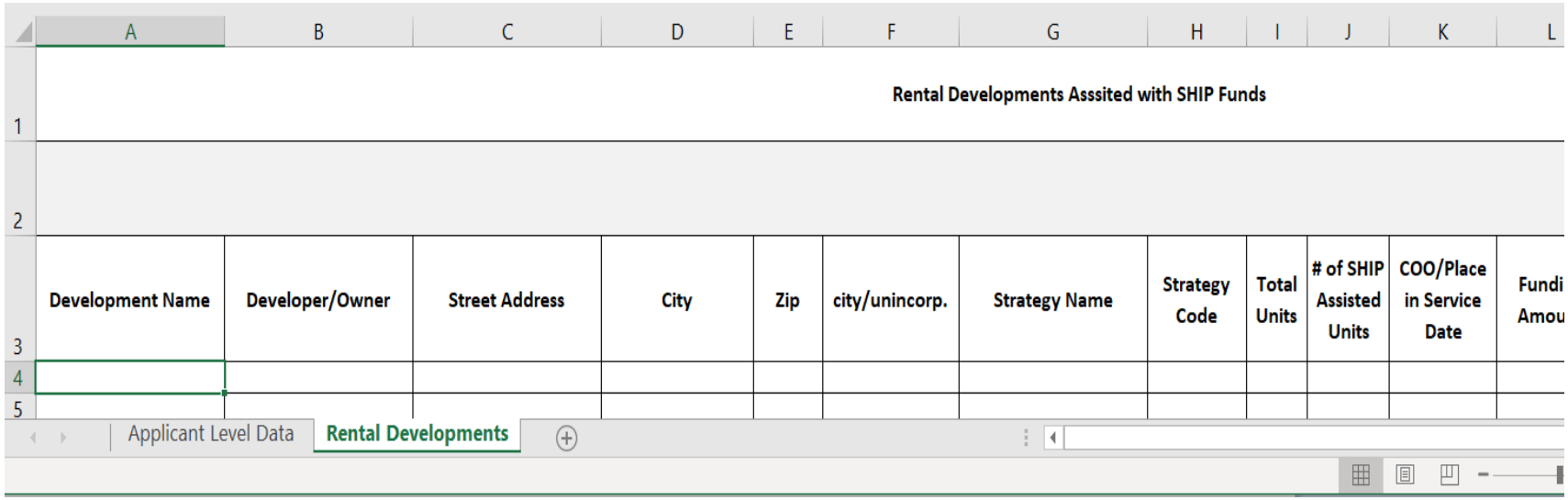
- 75% Set-aside: new construction or rehabilitation
- Funding Amount: No multiple fields for draws
- Status: Expended, Encumbered
- Type: Grant, Deferred forgivable, Deferred payable, Monthly payments
- Unit Counted In Another Year: rarely used column

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



Rental Developments Asssited with SHIP Funds

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

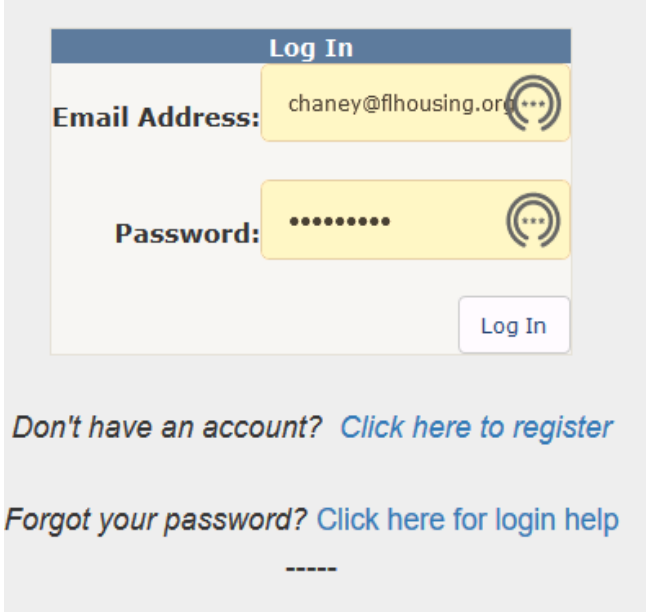
Applicant Level Data | Rental Developments

- 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



http://www.FloridaHousing.org/SHIPAR

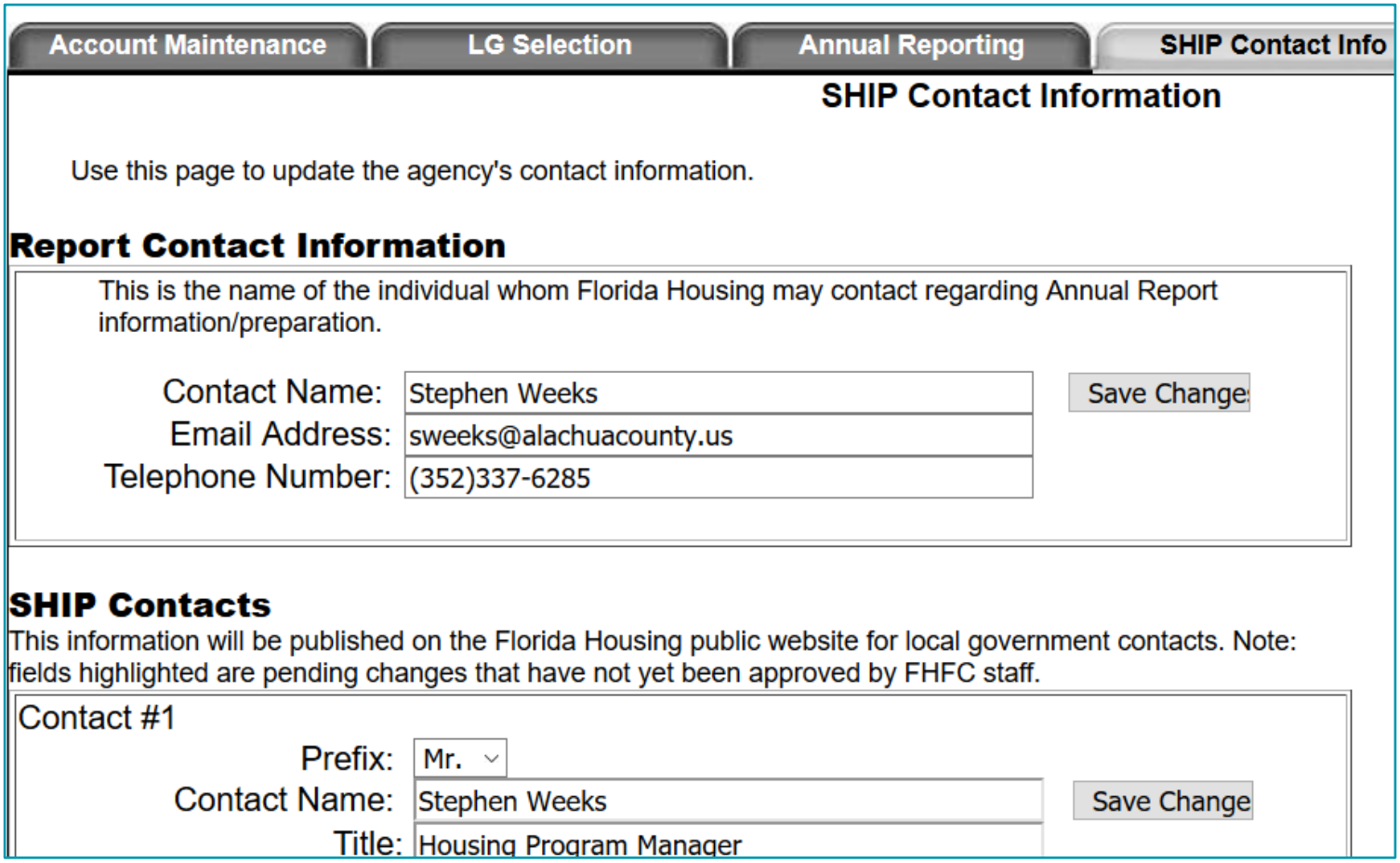
- First, staff person who has admin rights should try to access.
- Further assistance with "Access Denied":

  cameka.gardner@floridahousing.org
- Do not use "Click here to register"
- First Task: Update SHIP Contact and Program information

Update Contact Information

Update Entire Page:

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



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

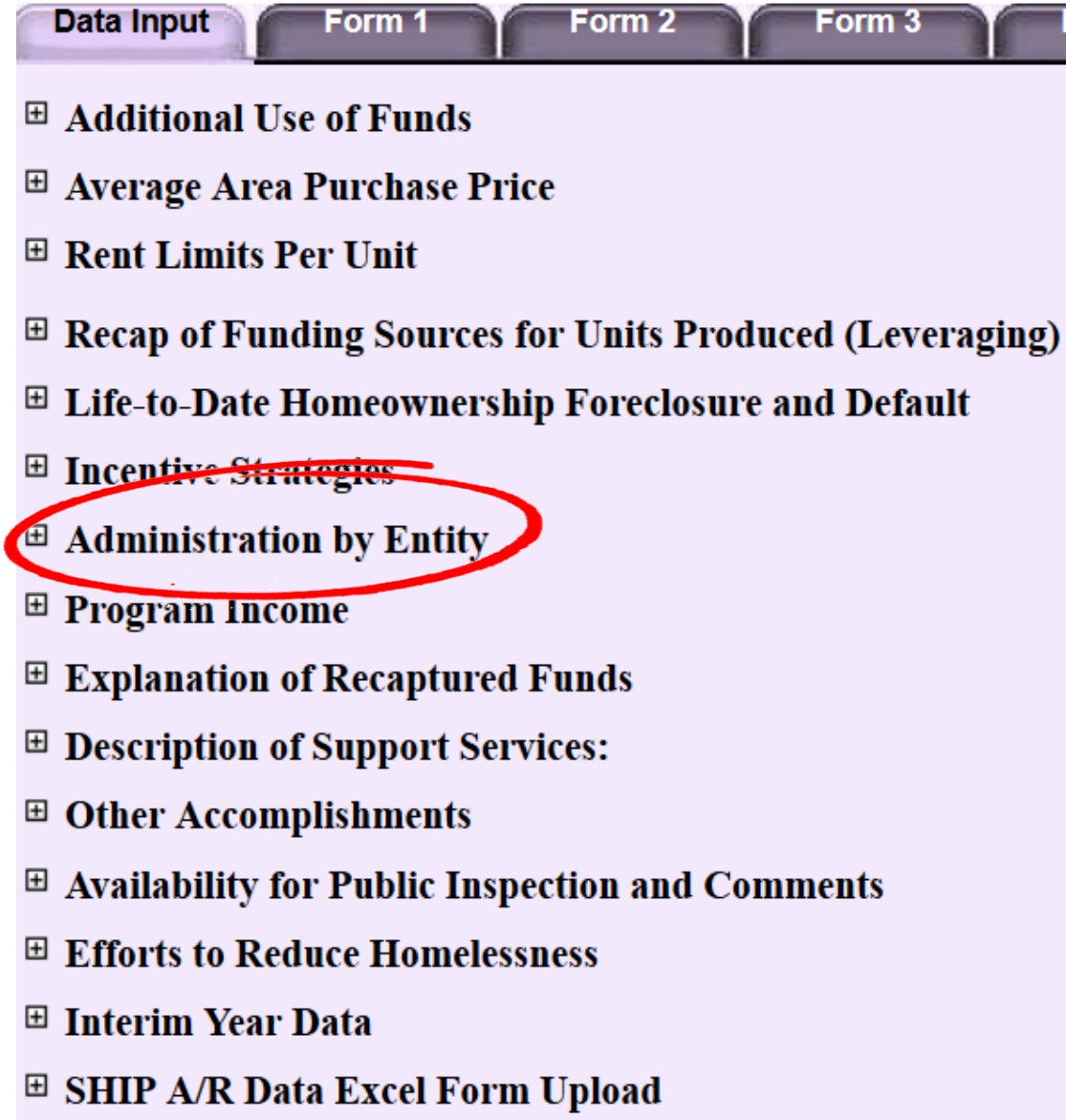
March 2021 Webinar Recording:
https://vimeo.com/528035751

Data Input

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

“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.



Interim Year Information

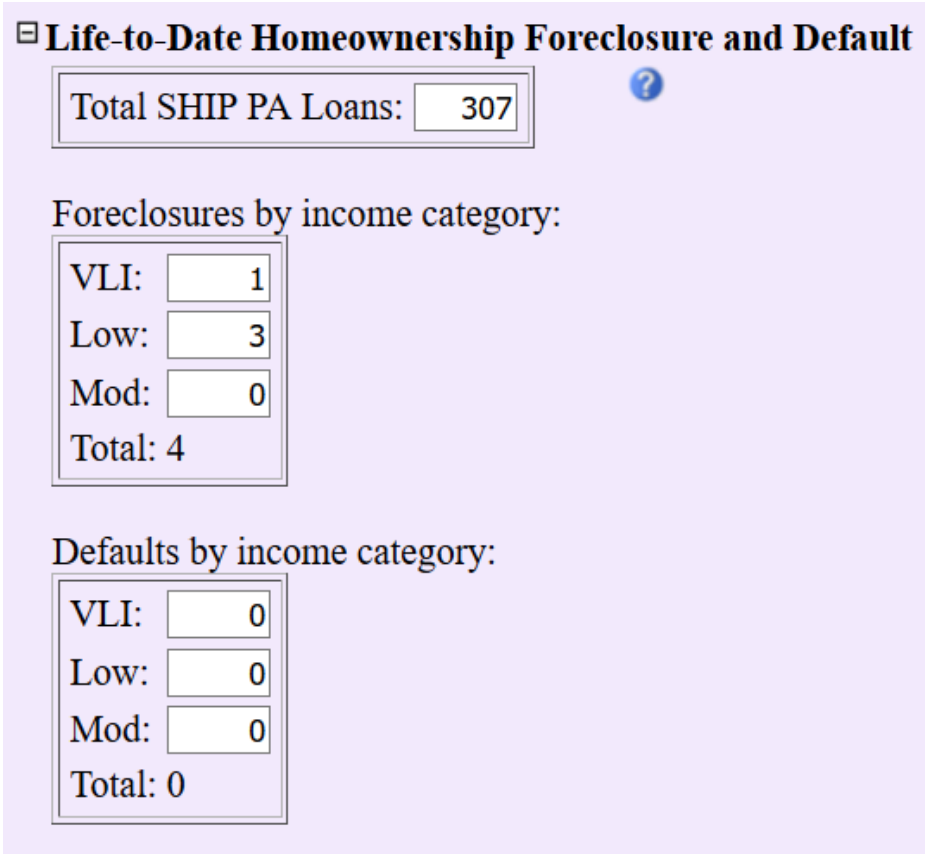
Input 20/21 Data

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:	307

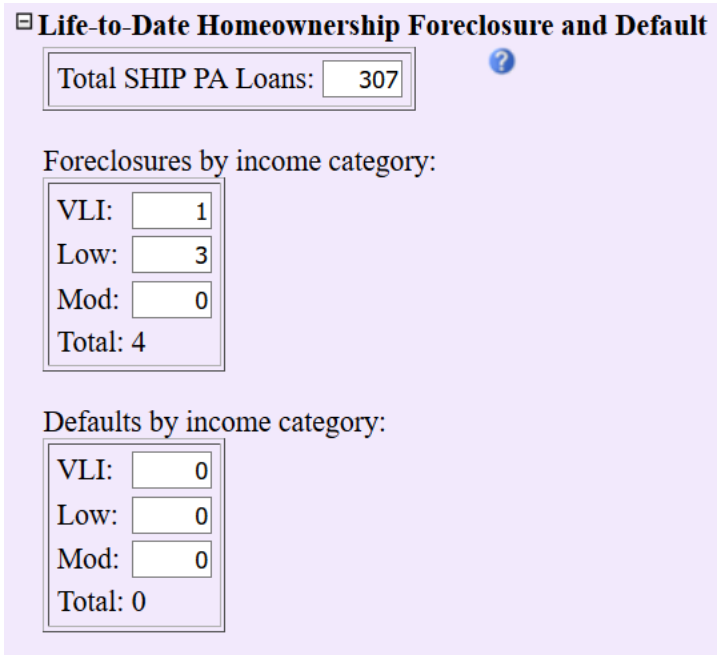
Foreclosures by income category:

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

Defaults by income category:

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

Foreclosure and Default



Life-to-Date Homeownership Foreclosure and Default

Total SHIP PA Loans: 307

Foreclosures by income category:

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

Defaults by income category:

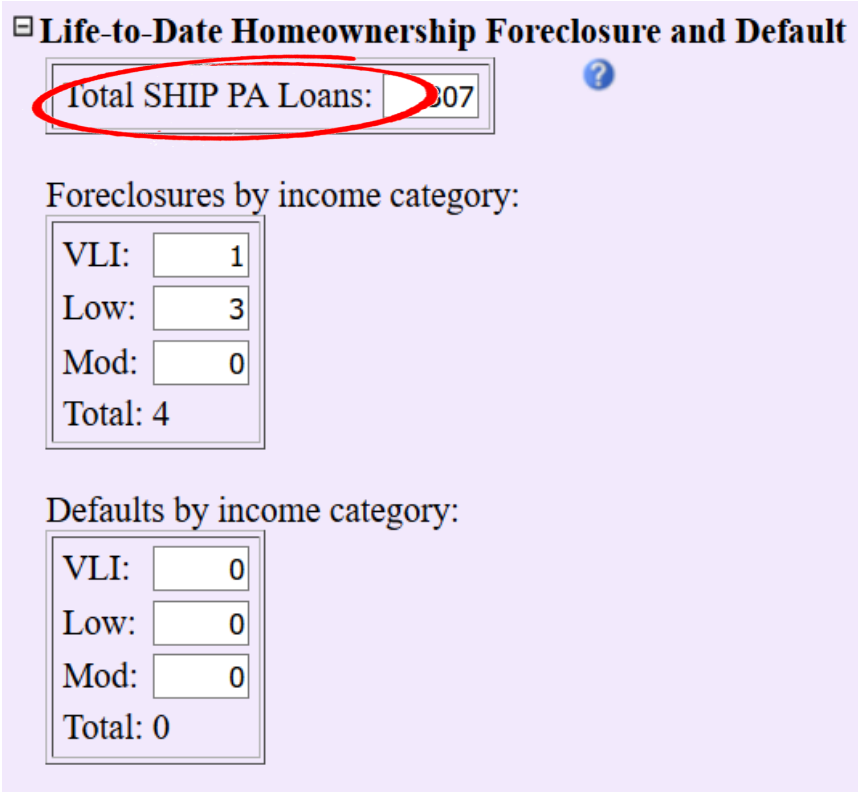
VLI:	0
Low:	0
Mod:	0
Total: 0	

From the Instructions:

Some communities have not in the past properly tracked program information to be able to answer these life to date questions. Since you are not able to compile information on past foreclosures and defaults, you will have to report the number of foreclosures and defaults for the current close out report as the life to date figures and then put measures in place to ensure that the information will be collected moving forward.

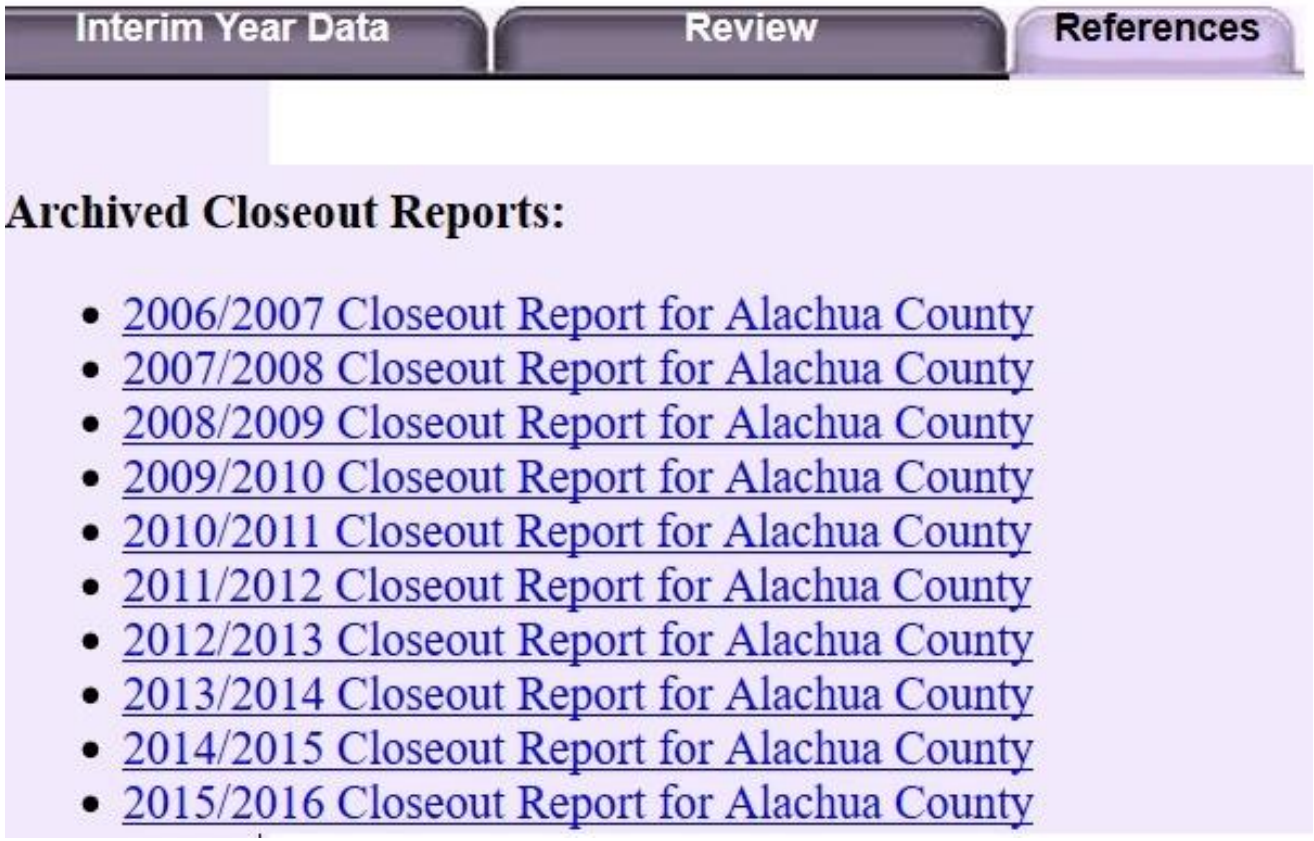
"Total SHIP PA Loans"

- **PA = Purchase Assistance loans**
- If you do not know the total number of PA Loans since the beginning of SHIP, estimate
- One community's estimate:
  - SHIP has been around for 24 years
  - The City has assisted an average of 3 households each year.
  - About half receive purchase assistance
  - 24 x 1.5 purchase assistance households assisted per year = 36 PA Loans



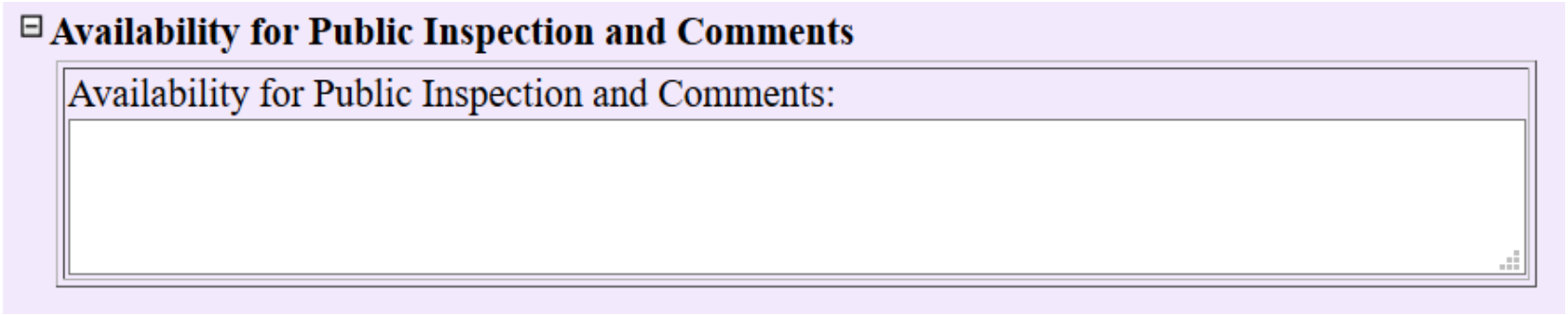
Estimating "Total SHIP PA Loans"

The References Tab has 12 years of reports



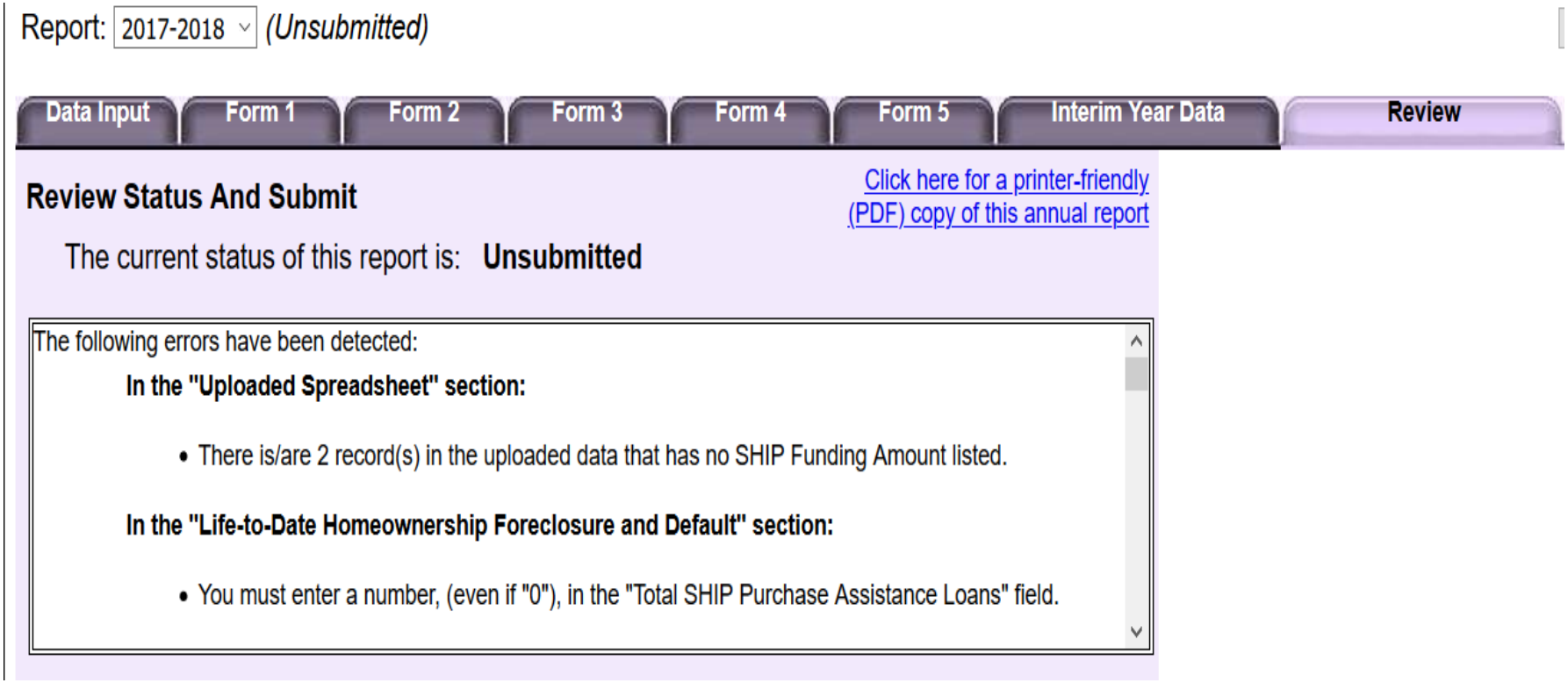
Get Public Input

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."



Validation Errors

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



Demonstration of the Annual Report

Certification Form

- Part 1: "Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate"
- Other Parts: Regulatory Reform Certification
  - Report data for Fiscal Year ending this June 30.
  - Estimate housing cost increases
- Signed by Chief Elected Official or Designee

Research for the Certification Form

From Annual Report Certification:

There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.

3) The cumulative cost per **newly constructed housing unit** from these actions is estimated to $_____.

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

_____ Date_____

Chief Elected Official or Designee

Questions and Evaluation