

SHIP Program Administration Part One

January 24, 2023



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Florida Housing Finance Corporation's
Catalyst Program



Our Thanks to the Florida Housing Catalyst Program



AFFORDABLE HOUSING CATALYST PROGRAM

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we make housing affordable™

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Catalyst Training Schedule



A banner for SHIP Catalyst Training. On the left, a group of diverse professionals are smiling and working at a table. On the right, a teal background contains the text 'Fine Tune Your SHIP Program' and 'REGISTER NOW FOR CATALYST TRAINING'. The SHIP logo is on the left, and the text 'Register Now for SHIP Catalyst Training!' is at the bottom.

Fine Tune Your SHIP Program
REGISTER NOW FOR
**CATALYST
TRAINING**

SHIP
housing a stronger Florida

Register Now for SHIP Catalyst Training!

The Coalition is Florida's affordable housing training and technical assistance provider.

Hotline: 1-800-677-4548
www.flhousing.org

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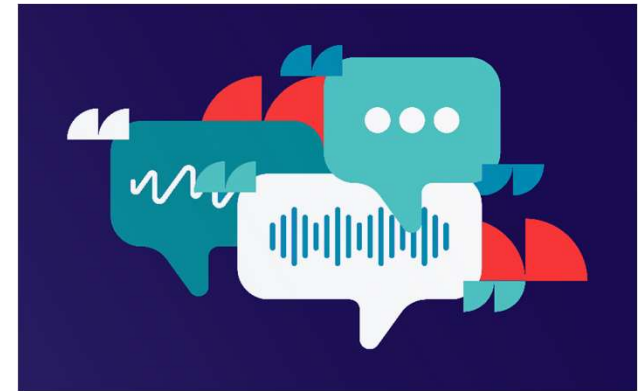


Webinar Logistics

- Participants are muted
- Enter your questions in the box in your webinar panel
- Forgot to ask a question or want to ask privately?

Email chaney@flhousing.org

- This webinar is being recorded and will be available at www.flhousing.org
- A survey will immediately follow the webinar; ***please*** complete it! Thanks!



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SHIP Overview

- SHIP created by Sadowski Act in 1992
- Documentary Stamps fund the State Housing Trust Fund
- Distributed based on population
- 21/22 Allocation: \$146,700,000
- 22/23 Allocation: \$209,475,000



2022-2023 Distributions

LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE
ALACHUA	2,727,242	1,348,894
Gainesville		1,378,348
BAKER	350,000	350,000
BAY	1,710,115	1,377,327
Panama City		332,788
BRADFORD	350,000	350,000
BREVARD	5,923,030	3,259,444
Cocoa		188,945
Melbourne		823,893
Palm Bay		1,179,275
Titusville		471,473
BROWARD	18,724,131	3,308,555
Coconut Creek		554,234
Coral Springs		1,288,220
Davie		1,016,720
Deerfield Beach		833,224
Fort Lauderdale		1,782,537
Hollywood		1,473,589
Lauderhill		713,389
Margate		561,724
Miramar		1,303,200
Pembroke Pines		1,636,489
Plantation		887,524
Pompano Beach		1,084,127
Sunrise		932,462
Tamarac		694,665
Weston		653,472
CALHOUN	350,000	350,000
CHARLOTTE	1,824,463	1,636,543
Punta Gorda		187,920
CITRUS	1,499,478	1,499,478
CLAY	2,131,391	2,131,391
COLLIER	3,678,139	3,493,864
Naples		184,275
COLUMBIA	668,930	668,930
DE SOTO	356,001	356,001
DIXIE	350,000	350,000
DUVAL	9,744,730	9,744,730
ESCAMBIA	3,106,401	2,584,836
Pensacola		521,565
FLAGLER	1,156,435	258,926
Palm Coast		897,509
FRANKLIN	350,000	350,000
GADSDEN	422,177	422,177
GILCHRIST	350,000	350,000

LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE
GLADES	350,000	350,000
GULF	350,000	350,000
HAMILTON	350,000	350,000
HARDEE	350,000	350,000
HENDRY	398,118	398,118
HERNANDO	1,896,694	1,896,694
HIGHLANDS	987,914	987,914
HILLSBOROUGH	14,282,575	10,527,686
Tampa		3,754,889
HOLMES	350,000	350,000
INDIAN RIVER	1,553,651	1,553,651
JACKSON	464,293	464,293
JEFFERSON	350,000	350,000
LA FAYETTE	350,000	350,000
LAKE	3,846,660	3,846,660
LEE	7,499,839	4,690,399
Cape Coral		1,931,959
Fort Myers		877,481
LEON	2,841,590	936,588
Tallahassee		1,905,002
LEVY	422,177	422,177
LIBERTY	350,000	350,000
MADISON	350,000	350,000
MANATEE	3,942,950	3,401,583
Bradenton		541,367
MARION	3,660,081	3,043,357
Ocala		616,724
MARTIN	1,535,593	1,535,593
MIAMI-DADE	16,667,017	10,990,231
Hialeah		1,375,029
Miami		2,743,391
Miami Beach		505,011
Miami Gardens		686,681
North Miami		366,674
MONROE	807,336	807,336
NASSAU	897,625	897,625
OKALOOSA	2,047,157	1,845,921
Fort Walton Beach		201,236
OKEECHOBEE	380,060	380,060
ORANGE	13,957,590	10,946,938
Orlando		3,010,652
OSCEOLA	3,900,833	3,123,397
Kissimmee		777,436

LOCAL GOVERNMENT	COUNTY TOTAL	COUNTY SHARE/ CITY SHARE
PALM BEACH	14,396,923	10,303,877
Boca Raton		940,119
Boynton Beach		775,994
Delray Beach		642,103
Wellington		591,714
West Palm Beach		1,143,116
PASCO	5,525,814	5,525,814
PINELLAS	9,239,167	4,817,302
Clearwater		1,128,102
Largo		795,492
St. Petersburg		2,498,271
POLK	7,174,853	5,568,404
Lakeland		1,116,407
Winter Haven		490,042
PUTNAM	717,102	717,102
ST. JOHNS	2,733,243	2,733,243
ST. LUCIE	3,256,864	742,239
Fort Pierce		460,195
Port St. Lucie		2,054,430
SANTA ROSA	1,854,577	1,854,577
SARASOTA	4,237,875	3,706,445
Sarasota		531,430
SEMINOLE	4,580,918	4,580,918
SUMTER	1,294,841	1,294,841
SUWANNEE	422,177	422,177
TAYLOR	350,000	350,000
UNION	350,000	350,000
VOLUSIA	5,399,410	3,779,047
Daytona Beach		710,562
Deltona		909,801
WAKULLA	356,001	356,001
WALTON	759,219	759,219
WASHINGTON	350,000	350,000
TOTAL	203,911,400	203,911,400
DR Holdback		5,000,000
Catalyst		563,600
TOTAL APPROPRIATION		209,475,000

SHIP Allocation based on all available funds
in the trust fund less Disaster Relief
Holdback and Catalyst.

A Statewide Network of SHIP

- Florida Housing Finance Corporation
 - Rob Dearduff, State SHIP Administrator
 - Cameka Gardner, Special Programs Manager
 - FHFC Compliance Staff = SHIP Monitors
 - FL Housing Coalition = TA Contractor
- SHIP distributed to 67 counties and 52 CDBG entitlement cities
- Local Partners: Contractors, Sponsors and Sub Recipients



Main SHIP Requirements:

Minimum Set-Asides

Distributions and Recaptured

- 65% spent on Homeownership
- 75% spent on New Construction or Rehab

Distributions and Program income

- 30% spent on Very Low Income, while 60% must be spent on VLI or Low Income



SHIP 20% Minimum Set-Aside for Special Needs

Order of Priority

- Homeowner with Developmental Disabilities (DD)
- Other household members with DD
- Applicants with other special needs:

Aging Out of Foster Care

Survivor of Domestic Violence

Disabling Condition

Receives SSI or Disability Payments

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A Variety of Assistance

Homeownership

Code	Strategy Name	Instruction
1	Purchase Assistance with Rehab	Use only when SHIP funds are being used for DPA and rehab.
2	Purchase Assistance without Rehab	Use for new or existing homes, but no rehab paid with SHIP.
3	Owner Occupied Rehabilitation	Use for general rehab of owner-occupied homes.
4	Demolition/Reconstruction	Use for homes that are beyond reasonable repair.
5	Disaster Assistance	Use for immediate activities during/after a disaster or emergency. Can be combined with code 16 if rent assistance is being provided.
6	Emergency Repair	Use for a very specific list of items such as windows, roofing, etc. that cannot wait for more major rehab.
7	Foreclosure Prevention	Use for 3-6 months mortgage assistance.
8	Impact Fees	Use only to pay fees that are required to be paid prior to purchase.
9	Acquisition/Rehabilitation	Use if the LG is purchasing homes for rehab and sale within the expenditure period.
10	New Construction	Use this strategy only if you are awarding funds to a sponsor/developer who will build homes for resale to eligible buyers using some of the funds for DPA.
11	Special Needs	Use this code if you have a strategy for Special Needs that includes activities that are not eligible under any other strategy. For example, you can use code 11 if you have a barrier removal activity that only Special Needs are eligible for. Otherwise, that could be done under Code 3 or 6.

Rental

Code	Strategy Name	Instruction
12	Special Needs	Use this if you are awarding funds to a developer specifically for units for Special Needs.
13	Rental Assistance (Tenant)	Use this for eviction prevention payments up to 6 months for households that qualify under 420.9072 (7) (b).
14	Rehabilitation	Use if you are awarding funds to a developer/landlord to repair rental units for rent to eligible households. Can be combined with code 21.
15	Demolition/Reconstruction	Use only if you are awarding funds to a developer/sponsor to demolish and build new rental units for eligible households.
16	Disaster Assistance	Use for direct rental assistance to renters or to landlords/developers to repair rental units of eligible households.
17	Emergency Repair	Use for a very specific list of items such as windows, roofing, etc. that cannot wait for more major rehab.
18	Foreclosure Prevention	Use this only for assisting sponsors/landlords of units for eligible households.
19	Impact Fees	Use only to pay fees that benefit eligible units.
20	Land Acquisition	Use this only if funds are going to purchase land for units to be developed for eligible households. Keep in mind that this is very difficult to do within the expenditure deadline due to the timeline to develop large rental developments.
21	New Construction	Use if you are awarding funds to a developer/landlord to build rental units for rent to eligible households. Can be combined with code 14.
23	Security and/or Utility Deposits	Use in conjunction with codes 13 and 26.
26	Rapid Re-Housing	Use for rental subsidy up to 12 months for households that qualify under 420.9072 (7) (b).

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Overview of Resources

- SHIP Statute and Rule
- Income Limits Chart
- Code of Fed Regulation: 24 CFR Part 5
- HUD Handbook 4350.3: Chapters 3 and 5
- LHAP, Tracking, Upload forms
- More Resources at www.floridahousing.org

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Resources from Florida Housing Coalition



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About ▾

Partners

Our Expertise ▾

Trainings ▾

Advocacy

Publications

- ❖ www.flhousing.org
- ❖ Training Calendar and registration
- ❖ Past Webinar recordings
- ❖ Publications like Guidebook for SHIP Administrators
- ❖ Resources: Housing Data, Development, etc.
- ❖ Technical Assistance hotline 1-800-677-4548

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Resources from Florida Housing Coalition

Guidebook for **SHIP** Administrators



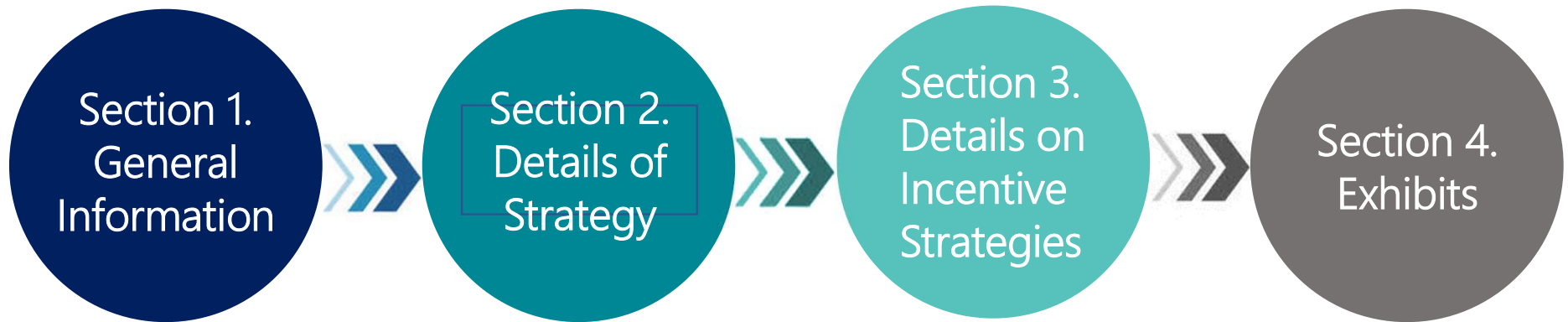
Download at
<https://flhousing.org/wp-content/uploads/2019/03/SHIP-Administrators-Guide-09.26.2018-WEB.pdf>



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Elements of the LHAP



Amend the LHAP When It's Important

Make changes at any time to any section of the LHAP.

Technical Revision: Save up for several updates to existing strategies

- State SHIP Administrator notifies if approved or more info is needed

Plan amendment: add or delete a strategy, requiring review committee approval:

- Approved (with no comments)
- Approved with Comments
- Tabled or Approval is Withheld

Changes are made in underline ~~strikethrough~~—format to the word document

Plans must be Amended by Resolution



- The governing body must submit its amended plan for Florida Housing review in order to ensure continued consistency with the requirements of the State Housing Initiatives Partnership program.
- After being approved for funding, a local government may amend by resolution its LHAP if the plan as amended complies with program requirements.

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What Happens After the Amendment is Approved?

- New strategies require advertising since there is no waiting list
- Follow SHIP regulatory requirements for advertising the NOFA
- Must wait 30 days to accept applications

Advertisement must include:

- ✓ Projected Amount of the Distribution
- ✓ Beginning and end date of application period (or instead of end date state "stop applications once funds are fully encumbered")
- ✓ Local contact person. Where to apply

Anatomy of a Strategy

- Strategy Summary
- Applicant 1) income categories and 2) selection process
- Maximum Award
- Terms of the Award – Must be in Your Lien Documents
 1. Repayment loan/deferred loan/grant
 2. Interest Rate
 3. Years
 4. Forgiveness
 5. Repayment
 6. Default

Housing Strategies:

Recipient Selection Criteria

- Only for applicants, not developers
- At a minimum state “first-qualified, first-served”.
- Do not include priorities already stated in Section I, waiting list/priority section. Reference to this section.
- Add any special conditions, priorities for selection specific to the strategy.

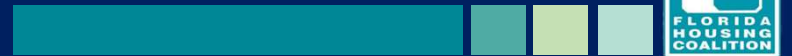


Housing Strategies: Sponsor/Developer Selection

Selection Criteria:

- Experience
- Financial capacity
- Leveraged funds for project
- Availability of land
- Etc.

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Review of Handout:

Outside Entities

- Sponsor: applies for an award from the local government.
Common Example - a sponsor is awarded SHIP funds to construct affordable housing units.
- Sub-Recipient: contracted by the local government to administer a portion of SHIP.

Common Example - a nonprofit sub-recipient fully administers the SHIP Rehab strategy

Resource: “Working with Nonprofits, Sponsors and Sub-recipients”

Webinar recording: <https://vimeo.com/355183467>

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MORE Types of Outside Entities

- **Contractor:** an individual or company licensed by the state to perform construction activities.
Common Example - a contractor bids on owner-occupied rehabilitation work.
- **Project Deliverables Provider:** provides one or more functions and is compensated as a Project Delivery Cost.
Common Example - Provides construction write ups, inspections or surveys
- **Consultant:** hired to administer the program in its entirety.
Examples - Suwannee County, Holmes County, Jackson County

Eligible Housing

Document that the housing is eligible for assistance:

- Real and personal property designed and intended for the primary purpose of providing decent, safe, and sanitary residential units that are designed to meet the standards of the Florida Building Code or previous building codes adopted under chapter 553, or manufactured housing constructed after June 1994 and installed in accordance with the installation standards for mobile or manufactured homes contained in rules of the Department of Highway Safety and Motor Vehicles.
- Types of property identified in the LHAP.

Mobile Homes

- If LHAP states that “mobile homes are not eligible” you must document that property is not a mobile home--Add to checklist
- Must be affixed to the lot in accordance with installation standards. Document the sticker attached to the unit with installation date, along with the installer’s name and state license number
- Provide proof in file of type of structure
 - Tax roll
 - picture



2022 Treasury Value Limits are Posted

Rev. Proc. 2022-21	
County	SHIP Limit*
Baker	\$ 359,263.80
Broward	\$ 382,194.90
Clay	\$ 359,263.80
Collier	\$ 458,634.60
Duval	\$ 359,263.80
Martin	\$ 358,308.00
Miami-Dade	\$ 382,194.90
Monroe	\$ 590,491.80
Nassau	\$ 359,263.80
Okaloosa	\$ 448,124.40
Palm Beach	\$ 382,194.90
St. Johns	\$ 359,263.80
St. Lucie	\$ 358,308.00
Walton	\$ 448,124.40
All Other Areas	\$ 349,525.80

*90 percent of the IRS Limit

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How to Document the Sales Price or Value

- Acquisition (new or existing) = executed sales contract.
- New construction = as built appraisal dated within 12 months of construction start.
- Rehabilitation or emergency repair = assessed value of the real property as determined by the county property appraiser or appraisal.
- Rehabilitation which adds new living space = assessed value plus the cost of the improvements or an appraisal.

Exhibits

- a. Administrative Budget (3 years)
- b. Timeline (3 years)
- c. Housing Delivery Goals Chart Newer Format
- d. Certification
- e. Resolution
- f. Ordinance (if changed)
- g. Interlocal Agreement
- h. Other, including referenced policies

Exhibit C: Housing Delivery Goals Chart

FLORIDA HOUSING FINANCE CORPORATION										
HOUSING DELIVERY GOALS CHART										
2019-2020										
Name of Local Government:										
Estimated Funds (Anticipated allocation only):			\$ -							
Code	Strategies	Qualifies for 75% set-aside	VLI Units	Max. SHIP Award	LI Units	Max. SHIP Award	Mod Units	Max. SHIP Award	New Construction	Without Construction
	Homeownership									
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00

- Chart shows Set-Aside Compliance and more
- Strategy titles within the plan text should match here
- Maximum awards should be consistent with plan text

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Recently Revised Housing Delivery Goals Chart

- All cells marked in green can be filled out
- No access to white shaded cells
- All calculations will be made automatically for proper set-aside tracking
- Goals chart is based on anticipated allocation **ONLY**, not program income or recaptured funds

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Using the Local Housing Assistance Plan Between Triennial Updates



Recording of recent webinar:
<https://vimeo.com/612969104>

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Financial Management Requirements



SHIP Tracking and Reporting

19/20 | _____ | _____ | _____ |

July 1, 2019

June 30, 2022

20/21 | _____ | _____ | _____ |

21/22 | _____ | _____ | _____ |

22/23 | _____ | _____ | _____ |

23/24 | _____ | _____ | _____ |

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Key Reporting Principles

- 3 years to spend SHIP, so you often have money from multiple FY allocations.
- Generally, “First received, First expended”
- Strive to pay recipient’s total assistance from only one SHIP allocation
- 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**

The Difference between Encumbered and Expended

"Encumbered"

Deposits made to the local housing trust fund have been committed by contract, purchase order, or letter of commitment.

"Expended" or "Spent"

1. Activities are complete. Certificate of Occupancy or Completion
2. The unit is occupied by an Eligible Household
3. SHIP Funds have paid for the activity

Navigating through Two Different Fiscal Years

- Local fiscal year: October-September State fiscal year: July-June
- Be specific about dates when communicating with Finance Department
 - Example: “What was the interest on the local housing trust fund from July 1, 2020, to June 30, 2021?”

Use the SHIPDATA Spreadsheet

Available on the SHIP Annual Report website

Data Input	Form 1	Form 2	Form 3	Form 4	Form 5	Interim Year Data	Review	References
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Related Links and Files

Annual Report Files and Links

Document/Website	Download Link
SHIP Webpage at Florida Housing Finance Corporation:	Florida Housing SHIP Page
Certification Document Click here for guidance on the certification	Certification Document
SHIP AR Data Upload Excel workbook (for use in SHIP Closeout reports)	Version 17-18.2 (for use in 2017/2018) Version 18-19.1 (for use in 2018/2019) Version 19-20.1 (for use in 2019/2020) Version 20-21.1 (for use in 2020/2021)
Instructions for completing and uploading the SHIP AR Data Upload Excel workbook	SHIP Annual Report and SHIPDATA Instructions.pdf

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Upload SHIPDATA to Annual Report

- Add data for Close Out allocation (19/20), as well as interim year 1 and 2 (20/21 and 21/22)
- Include activity through June 30, 2022
- 'Applicant Level Data' is primary tab:
Enter expenditure/encumbrance data and related assistance details
- One row per household assisted

The screenshot shows an Excel spreadsheet with the following structure:

	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								

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**what
to do
NOW**

Expend

- Line up several projects to expend final 20/21 funds and beyond.

Encumber

- Commit 21/22 and 22/23
- Also, 23/24 is coming next

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Track Set-Aside Compliance

**what
to do
NOW**

Homeownership Set-aside

65% of Allocation + Recaptured Funds

- Housing Counseling expenditures do not count

Construction/Rehab Set-aside

75% of Allocation + Recaptured Funds

Income Set-aside

- a) **At least 30% of all Revenue for Very Low**
- b) **At least 60% for VLI and Low combined**

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Compare SHIP Tracking to General Ledger

**what
to do
NOW**

Sum of Unencumbered plus
Unspent Encumbered money on
Tracking Spreadsheet

Compared With

Current balance of the
SHIP Local Housing Trust Fund



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Reasons for Being “Out of Balance”

- Tracking expenses are not fully updated/accurate
- Track spreadsheet missing some recipients
- Finance accidentally charged HOME instead of SHIP
- **NO MATTER THE REASON...**
- **In-depth assistance available to update SHIP Tracking System**

Guidance on 20/21 SHIP Revenue

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

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



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20/21 Scenarios



- Scenario 1: A community with only a small amount of program income **Carry it forward to 21/22 allocation**
- Scenario 2: A community with enough program income revenue to assist only one household **Set-asides still apply, so assist a VLI household**
- Scenario 3: A community receives over \$100,000 of program income **Staff has 3 years to fully expend this**

Does 20/21 SHIP Revenue Require an Advertisement?

Depends On:

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

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

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

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Avoid Common Administrative Mistakes

Administrative Procedures:

- Exceeding maximum award
- Exceeding maximum income limits
- Lack of clear policies and procedures



Income Calculations:

- Exceeding 120-day clock
- Inaccurate or Incomplete Verifications
- Missing or incomplete Income Certification

Administrative Costs

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



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Paying for Program Administration

- Administration Budget – 10% of allocation
- General Revenue subsidy
- A portion of Program Income
- Don't pay Program Costs with Admin Dollars



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Admin from Program Income

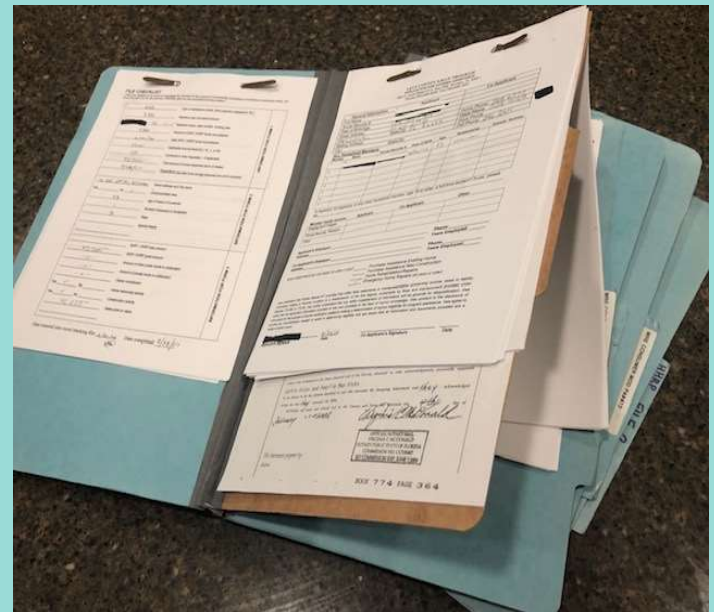
5% of Program Income for: Counties that are not a 'small county' with an unincarcerated population of 75,000 or less.

10% of Program Income for: Small counties and eligible municipalities receiving up to \$350,000, according to section 67-37.007 (5)(f) of the SHIP Rule.

Organize the File

Use folders that are sturdy since files have to be retained for 5 years after the affordability period.

Establish a numbering system for each case depending on the strategy.



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Use Folders with Dividers

Separate the File into Sections



Label the tabs, but also label the important information in each section to facilitate review.

Example: Income Eligibility Section: Income, assets, RIC, Award letter,

Example: Bids Section: Invitation to bid, sign in sheet, bid award, etc.

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File Checklist



1. Application
2. Release of Information
3. Public Records statement in accordance with Chapter 119, FS
4. Social Security Records Disclosure statement
5. Value limits
6. Eligible property
7. Third party verifications
8. Resident Income Certification
9. Award letter

Stamp verification documents received

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More Application Documents

- Notes
- Proof of ownership and homestead (for rehab)
- Property eligibility (type and value limits)
- Income group, special needs documented
- Resident income certification signed by all adult household member 18 years of age or older and SHIP administrator

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SHIP Record Retention Policy

- Keep SHIP files for 5 years after loan has been released or satisfied

AND

After audits released for the SHIP distribution that funded assistance

Example:

- Applicant assisted with 13/14 funds in August 2013
- Audited in 2016
- SHIP assistance loan forgiven after 10 years, 2023
- Retain the file until 2028

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More on SHIP Record Retention Policy

- Keep applications that do not receive SHIP assistance
- For how long?
 - Determine the SHIP distribution that would have funded the application
 - Keep the application for 4 years after the end of the 3-year period when closed out

Example:

- Application received 13/14
- Distribution will be closed out on June 30, 2016
- Retain file until June 30, 2020

Also retain advertisements, waiting lists until the SHIP fiscal year has been monitored and the grant closed out

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Record Request under Chapter 119.07

- There is no official SHIP records request form.
- Must notify applicants that their information is subject to Florida's Record request law
- The law is stated most directly in section 119.07:

*"Every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian's designee. The custodian shall furnish **a copy or a certified copy of the record upon payment of the fee...** of not more than 15 cents per one-sided copy."*

Exceptions to Open Records Rule

The Florida Statutes outline several exceptions that are relevant to SHIP housing files:

- “Medical history records, bank account numbers, credit card numbers, telephone numbers, and information related to health or property insurance furnished by an individual to any agency pursuant to federal, state, or local housing assistance programs are confidential and exempt.”
- In addition, Section 119.0721 provides an exemption for social security numbers: “Effective October 1, 2002, all social security numbers held by an agency or its agents, employees, or contractors are confidential and exempt.” Despite these exemptions, it is strongly recommended that you check with your legal counsel prior to denying anyone access to a public record.

Other Exceptions

- Any information not otherwise held confidential or exempt from [s. 119.07\(1\)](#) which reveals the home or employment telephone number, home or employment address, or personal assets of a person who has been the **victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence** is exempt from [s. 119.07\(1\)](#) and s. 24(a), Art. I of the State Constitution, upon written request by the victim, which must include official verification that an applicable crime has occurred. Such information shall cease to be exempt 5 years after the receipt of the written request.

Questions?



Please Complete the Evaluation!



Tamara West
Technical Advisor
west@flhousing.org



Michael Chaney
Technical Advisor
chaney@flhousing.org

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