

# 23/24 Catalyst Training Schedule

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FLORIDA HOUSING FINANCE CORPORATION'S  
AFFORDABLE HOUSING CATALYST PROGRAM**



## WORKSHOP SCHEDULE

<b>Date and Location</b>	<b>Workshop Topic</b>
November 8 Riviera Beach	SHIP Program Administration
January 30 Orlando	The Rehabilitation/Emergency Repair Process
March 7 Tampa	The Credit Underwriting Process for Affordable Housing
May 21 Pompano Beach	Proficiency in Income Qualification

### **Training Track for New Developers:**

This year's training schedule includes a track of workshops and webinars targeted to newer developers. These trainings help the developer become familiar with the Florida Housing Finance Corporation's process and development of affordable housing in general. The trainings in this series include:

- The Credit Underwriting (workshop)
- Building Capacity to Build- The Nonprofit as Affordable Housing Developer (webinar)
- Community Partnerships for Housing (webinar)
- The Pre-Development Process (webinar)
- The Development Process (webinar)
- Exploring Housing Needs Assessments and Market Analyses (webinar)
- Small Scale Development (webinar)
- The Critical Role of Appraisals (webinar)

**Accessibility:** Please notify us if you need reasonable accommodation to participate in any of these trainings. If assistance is needed, please contact Tamara West at [west@flhousing.org](mailto:west@flhousing.org).

## Workshop Descriptions

### SHIP Program Administration

**November 8, 2023**

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

Registration Link: <https://fhc.wildapricot.org/event-5355952>

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

### The Rehabilitation/Emergency Repair Process

**January 30, 2024**

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

Registration Link: <https://fhc.wildapricot.org/event-5355663>

This workshop will walk through the steps involved in the rehabilitation program process, deciding on the best approach and strategy design for your community, contractor selection and removal, scope of work, bidding process, contract terms and award, inspections, and payments, and guarantees and warranties. The rehabilitation process 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. The presenters will address weaknesses in rehab programs and best practices to improve them.

#### **Who Should Attend?**

- Local government housing administrators
- Local government elected officials
- Community partners
- Nonprofit affordable housing developers

### **Key Topics:**

- Contractor selection and removal
- Scope of work
- The bidding process
- Contract terms, award, and payments
- Inspections, guarantees and warranties
- Long-term compliance and monitoring

## **The Credit Underwriting Process for Affordable Housing**

**March 7, 2024**

LOCATION: Entrepreneur Collaborative Center  
2101 E. Palm Avenue Tampa, FL 33605

Registration Link: <https://fhc.wildapricot.org/event-5355953>

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

## **Proficiency in Income Qualification**

**May 21, 2024**

LOCATION: Pompano Beach Cultural Arts Center  
50 W. Atlantic Blvd. Pompano Beach, FL 33060

Registration Link: <https://fhc.wildapricot.org/event-5355959>

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

*\*\*TRAINING TRACK- Part of the Series for New Developers*

## WEBINAR SCHEDULE

Date	Training
July 13 at 10 am	Preparing and Submitting the SHIP Annual Report
July 19 at 10 am	Getting Rapid Rehousing Right
July 25 at 10 am	Proficiency in Income Qualification Part 1
August 1 at 2 pm	Proficiency in Income Qualification Part 2
August 9 at 10 am	Preparing for Increased SHIP Funding
August 14 at 2 pm	The Rehabilitation/Emergency Repair Process
August 16 at 10 am	Design Your Housing RFP Process for Quality Responses
September 7 at 10 am	HHRP for Hurricane Ian and Nicole Recovery
September 13 at 2 pm	Resilient By Design-Creating Disaster Resistant Single Family and Multi-Family Housing Stock
September 20 at 10 am	Right sizing your Local Government Contribution to Housing Development
September 28 at 10 am	Best SHIP Practices in Serving Special Needs and Homeless Households
October 4 at 10 am	Finding and Retaining Rehabilitation Contractors
October 11 at 10 am	Surplus Land and Permanent Affordability
October 18 at 2 pm	The Pre-Development Process** <i>Training Track for New Developers</i>
October 24 at 10 am	Exploring Housing Needs Assessments and Market Analyses -** <i>Training Track for New Developers</i>
November 9 at 10 am	The Development Process ** <i>Training Track for New Developers</i>
November 15 at 10 am	Permanent Supportive Housing Development
November 21 at 2 pm	How to Build a Sustainable SHIP Program
November 30 at 2 pm	LHAP Design Part 1
December 4 at 2 pm	LHAP Design Part 2
December 12 at 2 pm	Community Partnerships for Housing -** <i>Training Track for New Developers</i>
December 13 at 2 pm	Affordable Housing Funding Sources Part 1
January 11 at 10 am	Affordable Housing Funding Sources Part 2
January 16 at 2 pm	Financing and Monitoring Rental Housing with SHIP
January 24 at 10 am	Monitoring Rental Housing

\*\*TRAINING TRACK- Part of the Series for New Developers

## WEBINAR SCHEDULE

Date	Training
February 7 at 2 pm	Affordable Housing Development Using SAIL Funds Part 1
February 15 at 2 pm	Navigating Affordable Housing Law
February 21 at 10 am	Small Scale Development <i>**Training Track for New Developers</i>
February 29 at 10 am	SHIP Program Administration Part 1
March 6 at 2 pm	SHIP Program Administration Part 2
March 12 at 10 am	The Critical Role of Appraisals <i>**Training Track for New Developers</i>
March 20 at 10 am	Affordable Housing Development Using SAIL Funds Part 2
March 26 at 10 am	Managing a Successful Purchase Assistance Program
April 2 at 2 pm	New SHIP Staff Orientation
April 10 at 10 am	Preparing your Housing Program for Hurricane Season
April 18 at 2 pm	Increasing Affordable Housing Stock by Repurposing Unused or Underutilized Properties
May 1 at 2 pm	SHIP File Documentation
May 8 at 10 am	Working with Nonprofits, Sponsors and Sub Recipients
May 15 at 10 am	Preservation, Resiliency, and Sustainability in Affordable Housing
May 22 at 10 am	Building Capacity to Build- The Nonprofit as Affordable Housing Developer <i>**Training Track for New Developers</i>
June 4 at 10 am	Terms of Assistance
June 12 at 2 pm	Responding to Increased Home Purchase Prices
June 18 at 10 am	Affordable Housing Design

*\*\*TRAINING TRACK- Part of the Series for New Developers.*

## LIVE LOCAL WEBINAR SCHEDULE

Date	Training
October 26 at 2 pm	Expedited Permitting and Innovative Solutions for Housing
November 2 at 10 am	Serving People with the Lowest Incomes through the Live Local Act
November 6 at 2 pm	Land Use Tool for Affordable Housing in Commercial, Industrial, and Mixed
December 7 at 10 am	Funding in the Live Local Act
January 18 at 2 pm	LLA's Property Tax Exemptions for Affordable Housing



## Webinar Descriptions

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

July 13, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/6995925738351231066>

This webinar is designed to prepare SHIP staff to complete their annual report by September 15th. Presenters will provide guidance on how to complete each tab of the report along with instructions on how to obtain data needed for the certification, questions on foreclosure default, success stories and more. Additional topics include guidance on reporting incentive strategies, completing the certification form, and next steps if you are noncompliant.

### **Getting Rapid Rehousing Right:**

July 19, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/7637420404414265431>

This webinar provides an overview of what makes a successful Rapid Re-Housing program no matter what funding source the program is using. This goes beyond the funding piece and looks at housing navigation, financial assistance, and support services. Funding sources such as federal block and formula grants, state grants, SHIP, and local funding will be reviewed.

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

July 25, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/3094530828542160214>

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:**

August 1, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/1669726486782258774>

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.

### **Preparing for Increased SHIP Funding:**

August 9, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/3914214548142941277>

This webinar addresses increased SHIP allocations. The presenters will help local government staff consider how to schedule and complete assistance in a timely manner and create project timelines. Also learn about additional LHAP strategies that you may add to benefit your community. Presenters will explain the length of time it will take to create, market, and implement new strategies.

### **The Rehabilitation/Emergency Repair Process:**

August 14, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/3989638846785262685>

The rehabilitation process 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. The presenters will address weaknesses in rehab programs and best practices to improve them. Topics include 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.



### **Design Your Housing RFP Process for Quality Responses:**

August 16, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/5290288534677424734>

Local government housing administrators and procurement staff frequently find it necessary to undergo a Request for Proposal process when multiple developments compete for local funding, land donations and regulation concessions. This webinar delivers a concise framework that local governments can adopt to ensure that local housing needs and expectations are met, the process is fair, and funding and land donations result in quality developments with long term affordability.

### **HHRP for Hurricane Ian and Nicole Recovery:**

September 7, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/5973549249433325408>

This webinar will offer continued support to the cities and counties receiving HHRP assistance. The presenters will provide guidance on expediting HHRP expenditure, committing second HHRP Allocation dollars, and learning about additional disaster resources. Training topics will be informed by a survey of HHRP communities.

### **Resilient By Design- Creating Disaster Resistant Single Family and Multi-Family Housing Stock:**

September 13, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/7417369644912610394>

This webinar includes proven examples from architects and engineers on sustainable and resilient solutions. Learn about resiliency in affordable multifamily residential design, which incorporates advanced stormwater infrastructure and building mitigation strategies to proactively reduce the impacts from increased heat, extreme rain, and better protect residents. Also learn about programs to enhance low-income single family home resilience. Presenters will provide recommendations for specific home hardening strategies and construction requirements which can also reduce insurance premiums and explore the wide variety of funding sources available to fortify homes.

### **Right sizing your Local Government Contribution to Housing Development:**

September 20, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/9150014152859517273>

This training will address subsidy layering on multi-family and single-family development. Local governments and developers alike are analyzing what public funding is needed to create affordability for the tenant. Understanding how to evaluate sources and uses to ensure that the financing to fill the gap or bring down the total development cost is not oversubscribed can be complicated. Attendees in this webinar will dive into applications selected for funding and evaluate the project's scope and financing plans that resulted in feasibility with the appropriate level of government contributions.

### **Best SHIP Practices in Serving Special Needs and Homeless Households:**

September 28, 10 am

**Registration:** <https://register.gotowebinar.com/register/6104884813896788826>

This training will address using SHIP to help special needs households and households experiencing homelessness. Community presenters will discuss SHIP strategies utilized for these populations.

### **Finding and Retaining Rehabilitation Contractors:**

October 4, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/6603457262000742230>

Presenters will provide guidance for finding contractors for blue sky repairs as well as after a disaster. Learn how to overcome difficulties getting an insurance estimate when starting a job. The training will also address alternatives like involving manufactured housing built elsewhere.

### **Surplus Land and Permanent Affordability:**

October 11, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/9139031131210410843>

Surplus land is a key resource for local governments in the production of workforce and affordable housing affordability. The Live Local Act provides new requirements and guidance on best practices for

how local governments manage the disposition of land, including encouraging the utilization of land (99-yr) leases as well as new property tax exemptions for land owned by nonprofits. This webinar introduces philosophy and mechanics of shared equity programs such as community land trusts, including the difference between subsidy recapture and subsidy retention, how incorporating shared equity provisions into land disposition and SHIP strategies can effectively grow and preserve the affordable housing stock in any community.

**The Pre-Development Process:** TRAINING TRACK-New Developers. October 18, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/3065005642957289311>

This webinar provides guidance to nonprofit organizations on predevelopment activities and due diligence necessary prior to the development of affordable housing units. The Coalition is the contracted Technical Assistance Provider (TAP) for FHFC's Predevelopment Loan Program (PLP), providing hands-on TA on roughly 40 PLP loans. Learn about the PLP application process, PLP program guidance from the PLP Rule in the Florida Administrative Code, creation of the Development Plan, and TA that assists nonprofits borrowing through this program to get from concept to construction. This will cover the big picture of concept and design, nonprofit mission, site selection, creating the project concept, assessing organizational capacity, and assembling the development team. Presenters will also cover construction/design, zoning and land uses, budgeting, and the timeframe of the predevelopment process.

**Exploring Housing Needs Assessments and Market Analyses:**

TRAINING TRACK- New Developers

October 24, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/496081387054077536>

This webinar will open your eyes to existing local plans that include comprehensive housing needs assessments and market analyses. Reduce duplication of efforts by exploring how these local planning documents intersect and overlap. Reviewing the Consolidated Plan's data sources and elements that contribute to analyzing the market during the conceptual stage in the predevelopment phase can help to improve the development project's scope. Learn how to use the Consolidated Plan to direct local housing dollars for homeownership, homelessness, housing rehabilitation, and new construction. Absorption rates, longitudinal analysis, and other key topics will be discussed. The training explores the advantages of utilizing the Consolidated Plan for your research needs, explains how its contents can benefit your planning process, and clarifies why the Consolidated Plan should be considered a primary data tool for supporting affordable housing efforts.

**The Development Process:** TRAINING TRACK- New Developers. November 9, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/7940241300027951964>

This is designed for nonprofit developers, housing program administrators, and their community partners. The presenters will address land use, impact fees, permitting, platting and more. Key topics include financing, site selection, and how housing is made affordable. Presenters will also cover funding applications and awards, credit underwriting, the initial closing process, the construction period, and lease-up.

**Permanent Supportive Housing Development:** November 15, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/5626249810140903518>

Permanent Supportive Housing is an essential component of the affordable housing stock. This type of development prioritizes persons most vulnerable in our communities, with the lowest incomes and highest service needs. This webinar will discuss the concept of affordable housing, how to analyze unmet housing needs to prevent occupancy challenges, developing partnerships with community-based service providers, and financing of PSH. Attendees will hear from PSH developers about their experience with FHFC's competitive solicitation process and how they effectively created partnerships with supportive service agencies to promote housing retention and permanent transitions out of homelessness and into stable housing.

### **How to Build a Sustainable SHIP Program:**

November 21, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/1391985451598838363>

Several approaches are addressed, including leveraging small SHIP allocations with other funding sources for larger impact. Presenters will also discuss balancing long-term affordability and feasibility of projects with the need to generate program income. The training will feature examples like deferred payment loans, structuring SHIP assistance in rental developments like SAIL, and leasing land as a preference for SHIP funding. This might feature Fort Pierce, an example of a local government working on big things with a small allocation. Participants will also learn of alternative approaches to program administration involving interlocal agreements and working with a nonprofit or Regional Planning Council.

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

November 30, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/1711414470188751966>

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 4, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/6141807513871347551>

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.

### **Community Partnerships for Housing:**

*TRAINING TRACK- New Developers*

December 12, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/1313628755446543456>

In this webinar, participants will gain insights into best practices for building effective partnerships with community organizations, small and corporate businesses, and other stakeholders. By leveraging these partnerships, participants will discover ways to supplement affordable housing development with community driven partnerships that contribute to neighborhood revitalization. This training will showcase practitioners who will provide successful examples of partnerships they've created and how they were integrated into their community's housing strategies.

### **Affordable Housing Funding Sources Part 1:**

December 13, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/5947829473475963487>

This session provides an overview of rental housing funding along with resources to support people experiencing homelessness. The presenters will discuss how to combine and leverage major funding sources to subsidize the development of affordable rental housing. Also learn about homelessness resources including ESG, CoC, HUD VASH, HOPWA, and TANF.

### **Affordable Housing Funding Sources Part 2:**

January 11, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/1053619544246861402>

This will focus on funding sources for homeownership and tools and strategies to incentivize the creation of affordable housing. These tools include inclusionary zoning, linkage fees, surplus lands, and

impact fee modifications. This session will also address state funding for homeownership as well as federal resources such as CDBG and HOME, and local housing trust funds.

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

January 16, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/5551321391246027358>

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

### **Monitoring Rental Housing:**

January 24, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/618544992159273045>

Presenters will address SHIP rental housing monitoring requirements along with monitoring requirements for housing with blended financing from Housing Credits, HOME, SAIL, and more. Also, learn how the Keep Safe Florida property flood risk assessment tool can help with SHIP funded rental housing. Presenters will offer guidance for assessing older properties informed by inspections following the devastation at Surfside.

### **Affordable Housing Development Using SAIL Funds Part 1:**

February 7, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/3750532451184856922>

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.

### **Navigating Affordable Housing Law:**

February 15, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/4064455115542861148>

Florida has a variety of state-specific statutes that govern affordable housing policy. This training will introduce basic principles of Florida affordable housing law and answer frequently asked questions regarding the state's affordable housing programs.

### **Small Scale Development: TRAINING TRACK- New Developers.**

February 21, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/4342536999370252126>

This webinar will provide attendees with a clear understanding of missing middle, small scale development. This specific housing type is often recognized as development projects with 50 units or less and are intended to serve households who are priced out of the single-family home market, but desire to live in those types of communities. Attendees will learn about the foundations of missing middle, small scale development during this webinar and hear from local government and developers who share their experiences applying local funding sources and other legal considerations to such development.

### **SHIP Program Administration Part 1**

February 29, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/5518776946579029083>

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.

## **SHIP Program Administration Part 2**

March 6, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/39637826487570778>

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.

## **The Critical Role of Appraisals: TRAINING TRACK- New Developers.**

March 12, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/993133210583334496>

This webinar will provide an opportunity to learn about how appraisals impact homeownership opportunities and the development of affordable housing. Attendees will learn about the affect appraisal gaps have on a home purchase and how Realtors, lenders, and appraisers can work together to close the gap between value and purchase price. This webinar will also discuss appraisals for multifamily rental housing, the appraisal's importance in credit underwriting, and how grant funding should be considered when analyzing the appraisal. Nonprofits, lenders, and local governments can join and learn about the role appraisals play in your SHIP purchase assistance and development strategies.

## **Affordable Housing Development Using SAIL Funds Part 2**

March 20, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/3437614740454990172>

This 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.

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

March 26, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/6741107321712689753>

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.

## **New SHIP Staff Orientation**

April 2, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/7552605177127870555>

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.



### **Preparing your Housing Program for Hurricane Season:**

April 10, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/818965071185886557>

Participants will review a SHIP Administrator Disaster Preparedness Checklist. The presenters will address year-round housing mitigation techniques to strengthen homes in preparation for future disasters, including guidance from Enterprise Community Partners' publication 'Keep Safe'.

### **Increasing Affordable Housing Stock by Repurposing**

#### **Unused or Underutilized Properties:**

April 18, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/4401168456922007129>

This webinar offers guidance on converting hotels and commercial properties to permanent affordable housing, especially supportive rental housing. The presenters will discuss cost analyses for various development models, construction standards, how much to develop into affordable housing, and the planning and zoning changes needed.

### **SHIP File Documentation:**

May 1, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/2410687372787850080>

This webinar will focus on the use of a checklist to assist in file compliance, along with documents required in the file by regulatory and statutory requirements. There will be a review of what documents are not required and best practices for compliance with program file and record retention requirements. Also learn how to properly document SHIP tracking of program hard and soft cost, best practices for reconciliation of program expenditures with the finance department and tracking compliance with the SHIP program set aside requirements using the SHIP data spreadsheet.

### **Working with Nonprofits, Sponsors and Sub Recipients:**

May 8, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/5980614711199861847>

Learn what types of groups may serve as sponsors and sub-recipients and hear firsthand from the staff of groups 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 Proposals.

### **Preservation, Resiliency, and Sustainability in**

#### **Affordable Housing:**

May 15, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/8482976732180892758>

Preserving affordable housing stock is a top priority across Florida. Each year, the state loses essential units otherwise prioritized for the most vulnerable Floridians. This webinar will discuss preservation of affordable housing, resilience strategies to mitigate risk when hazards occur, and developing a sustainable product. Learn about best practices and new concepts to promote the sustainability of affordable housing and review potential funding sources for these activities. FHC staff and experts will discuss resilience strategies to mitigate risk when hazards occur and how to develop a sustainable product. Presenters will also address heat impacts and address increased health risks to children, elderly from heat/air quality, energy burdens, recommendations for developing new programs and implement robust energy efficiency retrofits, HVAC, partnerships, and effective funding strategies.

### **Building Capacity to Build- The Nonprofit as Affordable**

#### **Housing Developer:** TRAINING TRACK- New Developers.

May 22, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/4594962878876659541>

This webinar covers three critical areas of capacity building for nonprofit organizations. It provides an overview of best practices on nonprofit strategic planning, nonprofit financial responsibilities, and whether you should seek designation as a Community Housing Development Organization (CHDO). This webinar will provide a broad overview of each critical area to help nonprofit staff and board consider the necessary skills for success with single or multi-family housing development.

### **Terms of Assistance:**

June 4, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/8450150812533746009>

This training will discuss the continuum of options for providing SHIP assistance, from offering grants to establishing direct loans that must be repaid in monthly installments. Learn what is involved in establishing and recording the agreement.

### **Responding to Increased Home Purchase Prices:**

June 12, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/1510928420476682589>

When prices go up, communities respond by increasing their LHAP maximum purchase prices and purchase assistance. The presenters will offer guidance addressing this, but they will also encourage participants to consider an alternative approach involving new construction subsidy. Learn how to determine the approach that works best for your community.

### **Affordable Housing Design:**

June 18, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/1310654576500579161>

Presenters will include architects who will discuss affordable housing design considerations. Before the training, participants will submit answers to a housing design exercise. The architects will provide a critique of the designs based on consideration of resilience, affordability, use of space, and code compliance. 15 years ago, the FHC hosted a design workshop that was well received. This is a proposal to deliver this training as a webinar.

## **Webinars about the Live Local Act**

### **Expedited Permitting and Innovative Solutions for Housing:**

October 26, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/3976642619383362144>

The SHIP statute requires SHIP jurisdictions to expedite the permitting of affordable housing developments to a greater degree than other projects. Additionally, the Live Local Act newly requires all local governments to post their policies and procedures online for the expedited processing of building permits and development orders required by law to be expedited. The first half of this training will provide guidance on best practices for expedited permitting of affordable housing developments. The second half of this training will focus on "innovative solutions" for housing as identified in Section 26 the Live Local Act. This training is for planners, AHAC members, and SHIP staff.

### **Serving People with the Lowest Incomes through the Live Local Act:**

November 2, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/8614824669017221212>

This training will explore how the tools in the Live Local Act can serve very-low and extremely-low-income households. Presenters will discuss the new Live Local property tax exemptions and how they can help community-based nonprofits build affordable rental homes for targeted populations. Attendees will also learn how the Live Local Act's funding for SHIP and SAIL can serve lower income populations and what local governments can continue to do to assist those who need assistance the most.

### **Land Use Tool for Affordable Housing in Commercial, Industrial, and Mixed-Use Districts:**

November 6, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/3138620145467576410>

The Live Local Act contains several sections addressing land use planning for affordable housing but none have been more discussed than the Act's land use preemption for affordable housing in commercial, industrial, and mixed-use zones. The first half of the presentation will feature updates on how various jurisdictions are implementing the preemption to date. The second half will provide definitive guidance to a frequently asked question: how are local governments to monitor affordability



for at least 30 years for LLA preemption projects? Presenters will discuss best practices for compliance monitoring and feature a sample Land Use Restriction Agreement (LURA) local governments can use to implement the affordable housing tool. This training is intended for housing and planning professionals, land use attorneys, AHAC members, and SHIP staff.

**Funding in the Live Local Act:**

December 7, 10 am

**Registration:** <https://attendee.gotowebinar.com/register/7604321806045895257>

The training is focused on Live Local Act funding provisions for affordable housing. This training will be presented after processes/procedures are established for new provisions, which are the highest in the state's history. Presenters will include FHFC and DEO staff discussing the extra \$150 million a year for a SAIL-like program and DEO's Job Growth Grant Fund. Learn how these new provisions will be operationalized and how to access these dollars for affordable housing purposes.

**The Live Local Act's Property Tax Exemptions for**

**Affordable Housing:**

January 18, 2 pm

**Registration:** <https://attendee.gotowebinar.com/register/8879096686802979669>

This training will provide guidance on new tax exemptions included in the Live Local Act for affordable rental housing development. The presenters will review what is required to receive the various exemptions and how these tools may facilitate the production of affordable housing. Presenters will explore how the new exemptions can facilitate partnerships with nonprofit developers and the various opportunities these tools provide.