

SHIP File Documentation

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Webinar Logistics

- Participants are muted
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Email us at andujar@flhousing.org or 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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Overview of Resources

- **SHIP Statute** https://floridahousing.org/docs/default-source/programs/special-programs/ship---state-housing-initiatives-partnership-program/ship-governance/statute-420-907-9079.pdf?sfvrsn=c2f8fa7b_2
- **SHIP Rule** https://www.floridahousing.org/docs/default-source/programs/special-programs/ship---state-housing-initiatives-partnership-program/ship-governance/67-37eb2156c2fb0d6fb69bf3ff00004a6e0f.doc?sfvrsn=e22c397b_2
- **FHFC SHIP Procedures Manual** https://www.floridahousing.org/docs/default-source/programs/ship-procedures-manual-online.pdf?sfvrsn=cc53367b_4
- **FHFC Monitoring Checklist**
- **Local Housing Assistance Plan**

Local Housing Assistance Plan



LHAP Documents

- Approved LHAP, amendments and technical revisions with exhibits
- Commission Resolution approving LHAP
- LHAP Certification
- Advertisement for LHAP public comment
- Public comments received
- FHFC approval of LHAP (an email)
- AHAC Housing Incentives Report
- AHAC proof of 1) Public hearing, 2) Report submission to Commission, and 3) report emailed to FHFC

LHAP Amendments and Technical Revisions

- Each time the LHAP is amended or revised it triggers approval from FHFC and a commission resolution approving changes to LHAP
- Housing Delivery Goals Chart usually requires updating
- Final approved document must be submitted to FHFC in PDF form for posting on FHFC website
- Keep records of submissions and approvals

AHAC Documentation

- AHAC members are identified as meeting the required designations
- AHAC holds public meetings: Keep agenda and minutes
- Advertise the AHAC Public Hearing where the committee adopts the recommendations report
- Present the report with housing recommendations to the commissioners who have 90 days before LHAP is due to review
- The report must be submitted to FHFC before May 2

Advertise the AHAC Public Hearing

SHIP Statutory Requirements:

- The approval by the advisory committee of its local housing incentive strategies recommendations must be made by affirmative vote of a majority of the advisory committee taken at a **public hearing**.
- Notice of the **time, date, and place** of the public hearing must be published in a newspaper of general paid circulation.
- The notice must contain a short and concise **summary of the report's** housing incentives strategies recommendations.
- The notice must state the public place where a **copy of the housing incentives report** may be obtained by interested persons.

Advertising and Waiting List





Advertising Documents

Proof of Advertising for applicant participation
67-37.005 (3)(a) Each county or eligible municipality shall advertise a notice of funding availability of SHIP funds at least **30 days before** the beginning of the application period in a **newspaper of general circulation and periodicals serving ethnically and racially diverse populations** unless a waiting list of applicants exists that will exhaust all allocated funding.

Advertising Required Documents

The advertisement **shall**:

- a. Identify the amount of the distribution projected to be received from the state for the fiscal year;
- b. List the **beginning** and **end date** of the application period;
- c. Provide the name of the local **contact person** and other pertinent information including where applicants may apply for assistance.

Advertising Documents

The advertisement **may** also include information that the local governments deem necessary such as:

- a. SHIP allocation per strategy
- b. Income set asides for each strategy
- c. Selection criteria for each strategy
- d. Maximum housing value limitation

Waiting List Documents

Copy of waiting list and policies related to wait list

1. For each strategy
2. For each fiscal year

Questions?



Files



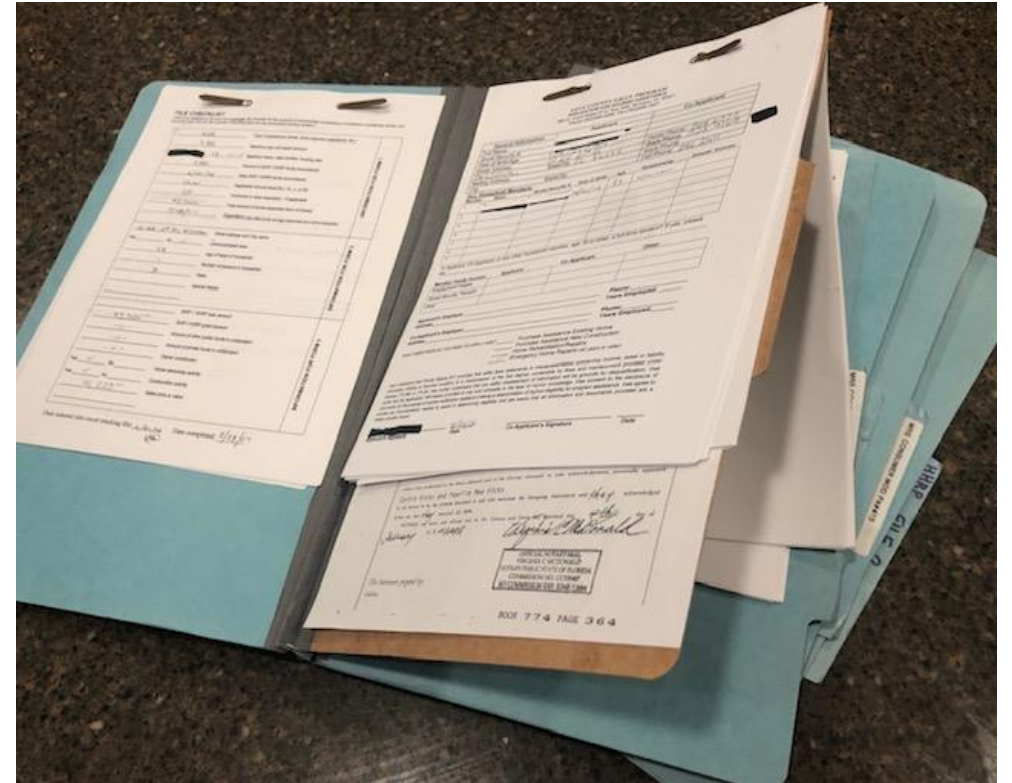
Use Folders with Dividers

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

Label Tabs and important information in each section to facilitate review

Example: Income Eligibility Tab includes Income, Assets, RIC, Award letter, etc.

Example: Bids Tab includes Invitation to Bid, Sign-in Sheet, Bid Award, etc.





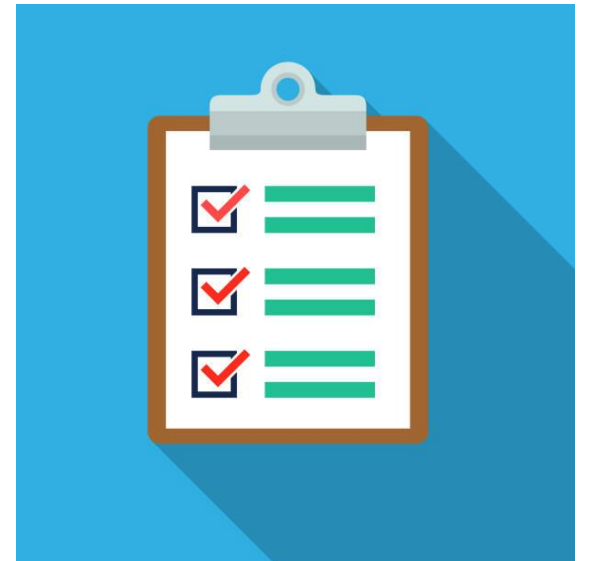
File Organization Best Practices

- All files should be organized the same way
- Maintain the same order, even for different programs
- No loose sheets of paper, remove blank, unsigned and duplicate documents
- Verify that you have signed and/or originals
- Have a file closeout process

File Checklist

Create a file checklist of documents required for client eligibility:

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



Application Documents

1. Application signed by all adult member 18 years of age or older
2. Release of information for all household members 18 years of age or older
3. Checklist
4. Notes
5. Proof of income
6. Proof of assets
7. Proof of ownership and homestead (for rehab)
8. Property eligibility (type and value limits)
9. Income group, special needs documented
10. Resident income certification signed by all adult household member 18 years of age or older and SHIP administrator
11. Award Letter issued or loan closed to stop the 120-day clock

Application

- Accept only complete applications
- Date stamp received
- Signed by household members 18 years of age or older
- Include disclosures

Florida Statute 817 provides that willful **false statements** or misrepresentation concerning income, asset or liability information relating to financial condition is a **misdemeanor of the first degree**, punishable by fines and imprisonment provided under Statutes 775.082 or 775.083.

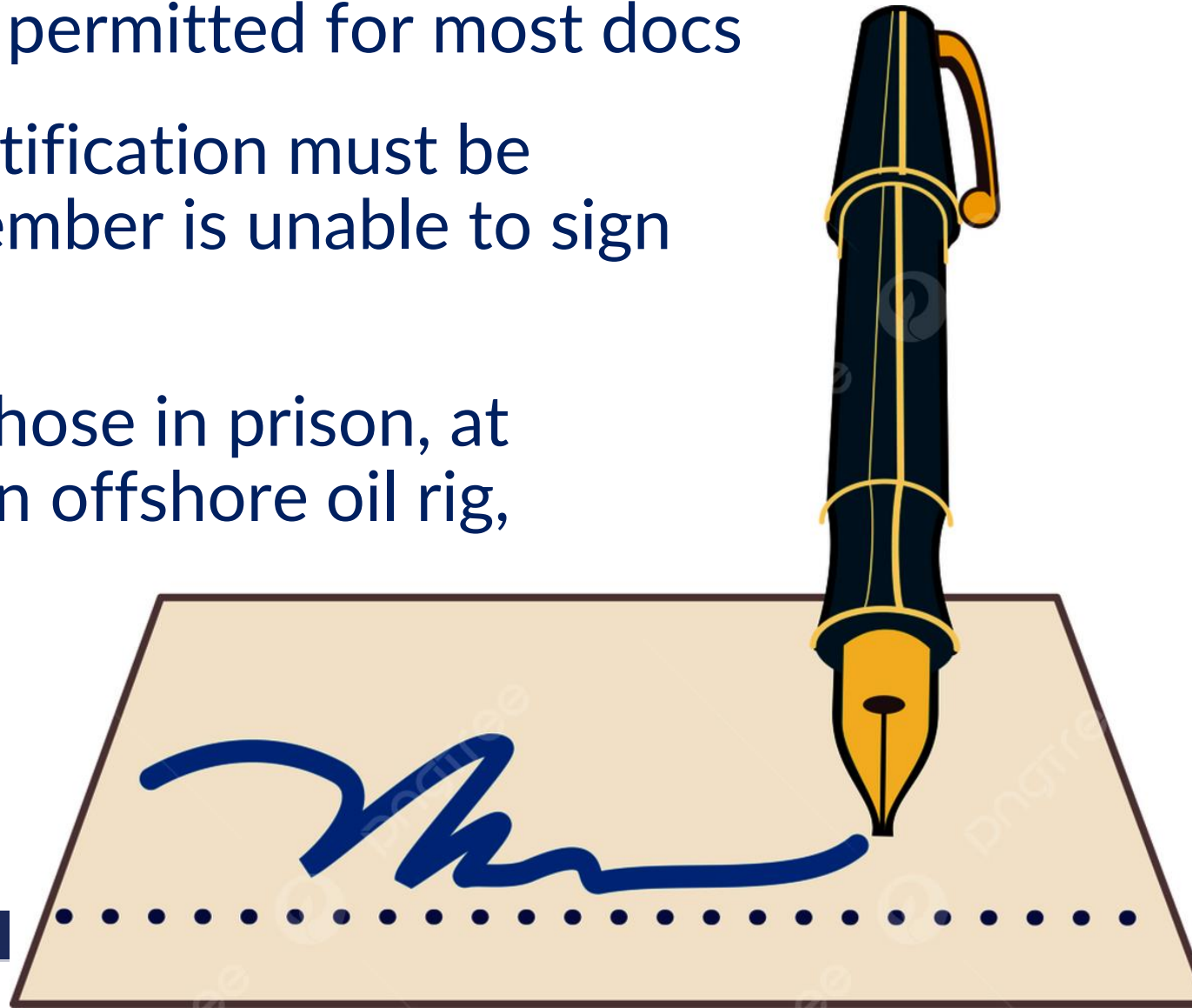
“I certify that the application information provided is **true and complete** to the best of my knowledge.”

The Application Contains...

- **Public Records Statement:** Household members understand that all documents are subject to Chapter 119 of Florida's public records laws.
- **Release of Information:** Signed statement by all adult household members consenting to verification of income and asset information.
- **Social Security Number:** City/County must give written explanation of purpose and authority for collecting social security numbers.

Signatures

- Scanned or faxed signature permitted for most docs
- The Residential Income Certification must be notarized if a household member is unable to sign in front of SHIP staff.
- Arrange for signatures for those in prison, at college, in the military, on an offshore oil rig, or on the road.



Resident Income Certification

- Must be signed and dated by all household members over 18
- Signatures that are not witnessed by SHIP staff must be notarized
- Must be completely filled out including the information on the income chart used and income limit applicable to the household.
- SHIP administrator should sign and date it last.
- Income certification must be issued on the same date or before the award letter.
- Include income limits used

RESIDENT INCOME CERTIFICATION – Homeownership/DPA
Florida Housing Finance Corporation
State Housing Initiatives Partnership (SHIP) Program

Effective Date: I Allocation Year: I

A. Recipient Information (select one)

- a. I Current homeowner
 b. I Home buyer I Existing Dwelling I Newly Constructed Dwelling

B. Subsidy Use (check all that apply)

- I Down Payment Assistance I Principal Buy Down
 I Closing Costs I Rehabilitation
 I Interest Subsidy I Emergency Repair
 I Loan Guarantee I Other

C. Household Information: Include all household members

Member	Full Name	Relationship to Head	Age
1	<u> I </u>	HEAD	<u> I </u>
2	<u> I </u>	<u> I </u>	<u> I </u>
3	<u> I </u>	<u> I </u>	<u> I </u>
4	<u> I </u>	<u> I </u>	<u> I </u>
5	<u> I </u>	<u> I </u>	<u> I </u>
6	<u> I </u>	<u> I </u>	<u> I </u>
7	<u> I </u>	<u> I </u>	<u> I </u>
8	<u> I </u>	<u> I </u>	<u> I </u>

D. Assets: All household members including assets owned by minors

Member	Asset Description	Cash Value	Income from Assets
1	<u> I </u>	<u> I </u>	<u> I </u>
2	<u> I </u>	<u> I </u>	<u> I </u>
3	<u> I </u>	<u> I </u>	<u> I </u>
4	<u> I </u>	<u> I </u>	<u> I </u>
5	<u> I </u>	<u> I </u>	<u> I </u>
6	<u> I </u>	<u> I </u>	<u> I </u>
7	<u> I </u>	<u> I </u>	<u> I </u>
8	<u> I </u>	<u> I </u>	<u> I </u>
Total Cash Value of Assets		D(a) \$ <u> I </u>	<u> I </u>
Total Income from Assets		D(b) \$	<u> I </u>
If line D(a) is greater than \$50,000: Add the income from any assets for which actual income can be calculated, then calculate the imputed income for the assets where actual income cannot be calculated. To calculate imputed income, multiply the amount of assets where actual income cannot be calculated by the HUD specified rate (.40%). Combine both amounts and enter results in D(c), which must be counted on page two alongside other sources of household income.		D(c) \$	<u> I </u>

Updates to the Resident Income Certification (RIC)

- Includes new instructions for calculating imputed income
- Includes the new passbook rate of .40%
- Protected document allows you to only enter data in relevant fields

Third Page of Updated RIC

- Lists the 121-140% AMI Income Category
- Indicate which year's income limits this RIC is based on
- List the Metropolitan Statistical Area (MSA) or County on the income limits that is referenced

G. **SHIP Administrator Statement:** Based on the representations herein, and upon the proofs and documentation submitted pursuant to item F, hereof, the family or individual(s) named in item C of this Resident Income Certification is/are eligible under the provisions of Chapter 420, Part V, Florida Statutes, the family or individual(s) constitute(s) a: (check one)

Extremely Low Income (ELI) Household means individuals or families whose annual income does not exceed 30% of the AMI as determined by HUD with adjustments for household size.
Maximum Income Limit: _____

Very Low Income (VLI) Household means individuals or families whose annual income does not exceed 50% of the AMI as determined by HUD with adjustments for household size.
Maximum Income Limit: _____

Low Income (LI) Household means individuals or families whose annual income does not exceed 80% of the AMI as determined by HUD with adjustments for household size.
Maximum Income Limit: _____

Moderate Income (MI) Household means individuals or families whose annual income does not exceed 120% of the AMI as determined by HUD with adjustments for household size.
Maximum Income Limit: _____

121-140% Income Household means individuals or families whose annual income does not exceed 140% of the AMI as determined by HUD with adjustments for household size.
Maximum Income Limit: _____

Based upon the _____ (year)
Income Limits for _____ (MSA or County)

Signature of the SHIP Administrator or His/Her Designated Representative:

Signature	_____	Date	_____
Name (print or type)	_____	Title	_____

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

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-yr period when closed out
 - EXAMPLE: Application would have 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

Record Request under Chapter 119.07

There is no official SHIP records request form.

Subject to Florida's Record request law, 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

- “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.”
- 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.”
- 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

Questions?



Award Letter

- Should have an expiration date
- States terms of the award
- Provides conditions and “next steps”
- Should be dated the same date as the income certification or later
- ‘Let us know if your income changes before assistance is received’



Proof of Ownership , Occupancy and Identity

Ownership

- Warranty Deed
- Quit Claim Deed
- Lady Bird Deed
- Homestead Exemption

Occupancy

- Utility Bills
- Car Registration
- License
- Declaration of Domicile
- Voter's Registration

Identification

- Driver's License/ID
- Passport
- Naturalization Documents
- Birth Certificate
- School Records

Purchase Assistance Documents

- Counseling Certificate if required
- First mortgage loan commitment
- Loan disclosures
- Purchase contract and addendums
- Title Insurance
- Appraisal
- Inspection
- Construction Set-Aside Proof of Rehab, if any **12 months before or 12 months after closing**
- Closing documents
- Recorded first mortgage
- Recorded SHIP mortgage
- Property Insurance policy, if required

Rehabilitation Documents

- Initial Inspection
- Eligible property
- Meets Value Limits
- Pre-Bid sign in sheet
- Bids
- Bid award
- Repair Contract
- SHIP Loan Agreement
- 3 days to Rescind – See HANDOUT
- Inspections & Pictures
- Proof of Payments
- Final payment, Releases, Warranty
- Loan Modification recorded



Contracts Executed with Counseling Agencies, Sub Recipients, and Sponsors



- Procurement
- Selection
- Award
- Payments
- Compliance Reports

Subrecipient Documents

- RFP
- Agreements including Policies & Procedures
- Beneficiary Data
- Monitoring Income, SHIP, and Program Compliance
- Agreement with single audit act language - Any contract or document establishing the relationship between a SHIP eligible local government and an organization that is a Sub Recipient receiving SHIP funds shall contain the standard audit language on Form DFS-A2-CL (Effective 7/05) as required by the Florida Single Audit Act, Section 215.97, F.S.

Program Compliance Documentation



Special Needs Documentation

420.0004 (13)F.S. - “Person with special needs” means an adult person requiring independent living services in order to maintain housing or develop independent living skills and who has a disabling condition; a young adult formerly in foster care who is eligible for services under s. 409.1451; a survivor of domestic violence as defined in s. 741.28; or a person receiving benefits under the Social Security Disability Insurance (SSDI) program or the Supplemental Security Income (SSI) program or from veterans’ disability benefits.

See Handout with Guidance from FHFC

Special Needs Documentation

- Young Adult aging out of foster care
- Survivor of Domestic Violence
- Veteran receiving Disability Benefits
- VA Disability Compensation
- Disabling Condition
- Persons with a Developmental Disability (DD)
- Social Security Disability Insurance (SSDI)
- Supplemental Security Income (SSI)



Long Term Affordability Requirements

- Recorded Mortgage and Note
- Annual verification of compliance with affordability requirements
- Examples include:
 - Affidavit signed by applicant
 - Public records showing homestead
 - Insurance showing renewal
 - Inspection
 - Utility bills





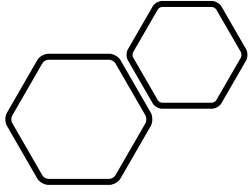
Rental Monitoring Required Documents

- SHIP Rental Agreement
- Monitoring Letter and Final Report
- Documents showing files monitored
- Report identifying deficiencies
- Documents showing deficiencies corrected/addressed
- Monitoring closeout letter

Documenting Administrative Costs

- Administrative expenditures
 - General management, monitoring, and coordination
 - Eligible travel costs
 - Advertising/LHAP/Annual Reports
- Project delivery costs
 - Costs carrying out a project as per LHAP
- Timesheets – pro-rated share between programs
- Payroll records





SHIP Tracking and Reporting & Financial Records



SHIP Tracking

The SHIP Rule ([67-37.005](#)) requires the following:

(a) There is an established procedure for the tracking and expenditure of program income and Recaptured Funds from loan repayments, reimbursements, Foreclosures or other repayments, and interest earnings on the local housing distribution funds.



Program Tracking and Reconciliation with Finance Department

- Tracking spreadsheet
- Proof of reconciliation with Finance Department
- Documentation on program income received by type
 - Program Income (Interest)
 - Program Income (Payments)
 - Disaster Funds
 - Recaptured Funds are not Program Income
- Documentation on carry forward funds



Tracking Spreadsheets

- Upload the SHIP Data Spreadsheet to Track Set-Asides
- Have a system where finance can confirm file expenses at closeout by fiscal year
- Best Practices:
 - Use a purchase order to track expenses on each case
 - Fund cases from one fiscal year
 - Update tracking sheet on a regular basis

The image shows a screenshot of a spreadsheet with columns labeled A, B, and C. The spreadsheet is divided into sections. Row 2 is highlighted in purple and contains the text "Local Government:". Row 4 is highlighted in light blue and contains the text "Applicant Information". Row 5 is divided into three columns: "First Name", "Last Name", and "Street Address". Row 6 is empty. Row 7 is empty. The spreadsheet is titled "Applicant Level Data" and "Rental Developments".

	A	B	C
1			
2	Local Government:		
3			
4	Applicant Information		
5	First Name	Last Name	Street Address
6			
7			

Count Applications Submitted, Approved & Denied

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

“New Annual Reporting of SHIP Applications” Webinar



Recording: <https://vimeo.com/831642822>

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Information on Documentation Software

“Creating a Paperless SHIP Program” Webinar

Recording: <https://vimeo.com/394294933>



Questions?



Please complete the evaluation!



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