


Preparing and Submitting the Annual Report



sponsored by
Florida Housing Finance Corporation Catalyst Program
Presenters Aida Andujar and Michael Chaney

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Our Thanks to the Florida Housing Catalyst Program

AFFORDABLE HOUSING CATALYST PROGRAM

Sponsored by the Florida Housing Finance Corporation



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What will be covered

- What's new on the Annual Report
- Demonstration: Completing the Report
- Common Report Errors
- Research Certification Form and more

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Additional Training

“Preparing for Deadlines & Annual Reports” Webinar, May 2018

Review at:
<https://vimeo.com/272808862>

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Tracking & Reporting Timing

June 30: Encumbrance & Expenditure Deadline.
Report activity through June

- FY 15/16 (close-out) all funds must be **expended**
- FY 16/17 funds must be **expended or encumbered**
- FY 17/18 funds may be **expended, encumbered or unencumbered**
- Encumber for real, eligible applicants

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What if you miss these deadlines?

If not Expended/Encumbered by June 30:

- Email Terry.Auringer@floridahousing.org
- State your timeline for fully expending/encumbering. By September 15th?
- Request extension (for Expenditure Deadline only, and only if none is unencumbered).

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Don't Miss the
DEADLINE!

No extension for submitting Annual Reports
They are due September 15th

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Access Report Website Today

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

- First, staff person who has admin rights should try to access.
- Further assistance with "Access Denied":
terry.auringer@floridahousing.org
- Update SHIP Contact and Program information

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Orientation to the Web Annual Report

Orientation to Report Website
<http://vimeo.com/13575783>
(Annual Report discussion begins at 25 minute mark)

Orientation

Password Rules:

- At least 7 characters long
- At least one non-alphanumeric character, like * or &

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What's New? Relatively New on the Reports

- Unified Certification Form replaces previous 2
- Form 4: 'Single Family Area Purchase Price' asks for "the average area purchase price of single family units"
 - Include only homes purchased with SHIP assistance. Add up sales prices and divide by number of homes.

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What's New? Form 4 Feedback

- Incentive Strategy: List them from your LHAP
- Adopting Ordinance or Resolution Number: Put the "numbers", nothing else
- Implementation schedule: Supply the "date", do not write "fully implemented"
- Sub Recipients and Consultants: List who you hired to help administer SHIP

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Form 4 Feedback Administrative Expenses **What's New?**

- Administrative Expenditures MUST agree with Form 1 Admin Amount

EXAMPLE:

- County or City Admin Budget equals \$35,000 on Form 1
- Form 4 might show that County/City spends 17,500k and Sub Recipient spends an addition \$17,500 (Must equal Form 1)


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Form 5: Special Needs Compliance

Report: 2013-2014 Interim-2 (Unsubmitted)

Form 1 Form 2 Form 3 Form 4 Form 5

- On 13/14 and Interim Reports
- 20% set aside for Special Needs Applicants
- Report all funds that are Expended & Encumbered by Special Needs Category
- “Why aren’t all my strategies listed?”
Solution: Email Terry.Auringer@floridahousing.org strategy codes that apply to Special Needs and relevant FY



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A Change Related to the Florida Single Audit Act

Tell your Auditor and Finance staff: the CSFA number (Catalog of State Financial Assistance) for SHIP has changed.

- The old number was 52.901
- **The new number is 40.901**
- Use new number to report from 15/16 forward.

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“Review and Submit” Tab

Includes Validation Error Messages
Submit 3 Reports after curing validation errors
Comments Box when Explanation is Needed (specify which FY the comment applies to)

Report: 2013-2014 Interim-2 (Unsubmitted)

Form 1 Form 2 Form 3 Form 4 Form 5 Review & Submit

Review Status And Submit [Click here for a printer-friendly PDF copy of this annual report](#)


The current status of this report is: **Unsubmitted**

Additional Comments to FHFC:

Submit This Report to FHFC

Common Report Errors

- Set-Aside Noncompliance
- Adding data without first tracking it throughout the year.
- Not a best practice: Reporting an applicant’s assistance split between two reports



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Certification Form

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

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Research for the Certification Form

From Annual Report Certification:

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

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

Date _____
Chief Elected Official or Designee

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