

18/19 Catalyst Training Schedule

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WORKSHOP SCHEDULE

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September 18, 2018 Lakeland	Successful Disaster Recovery
October 2, 2018 Orlando	Rental Housing Preservation
October 17, 2018 Ocala	LHAP Preparation & Strategy Design
November 14, 2018 Riviera Beach	LHAP Preparation & Strategy Design
December 11, 2018 Jacksonville	Affordable Housing Funding Sources
January 30, 2019 Tampa	The Nonprofit as Affordable Housing Developer
February 12, 2019 Jacksonville	Preparing for SHIP monitoring
March 13, 2019 Lakeland	The Predevelopment Process
April 16, 2019 Pompano Beach	The Development Process
May 8, 2019 Tampa	Shared Equity & Community Land Trusts

Workshop Descriptions

Proficiency in Income Qualification

August 7, 2018

**Location: Habitat for Humanity of Greater Orlando Training Center
4116 Silver Star Rd, Orlando FL 32808**

Register at: <https://fhc.wildapricot.org/event-3005435>

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 supervise them. 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 and 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

Successful Disaster Recovery

September 18, 2018

Location: United Women's Club of Lakeland

1515 Williamsburg Square Lakeland, FL 33803

Register at: <https://fhc.wildapricot.org/event-3010783>

Housing providers should be aware of the external disaster planning process and understand their role in supporting the process by participating and providing information necessary to prevent the loss of life and property in the event of a disaster. This workshop describes the leadership and coordinator responsibilities of public-sector housing providers as they interact with external emergency operations and planning functions that take place at the county and municipal levels.

The presenters will address how SHIP-DR and other funding sources that may contribute to disaster recovery. Topics include disaster-related documentation required, avoiding duplication of benefits, disaster-related repair considerations, using SHIP with CDBG-DR, and more. Training presenters will include local government staff who will discuss their recovery work from past disasters. The presentations and group exercises will reference the Housing Coalition's new publication, "Florida Disaster Management Guide for Housing". All participants will receive this book, plus an extra copy to share with others in their communities.

Who Should Attend?

- New and experienced SHIP staff from local government and nonprofit organizations
- Community partners in disaster preparedness, including volunteer agencies, lenders and service providers.

Key Topics:

- SHIP Disaster Strategy in Overall Disaster Management Context
- Housing Administrator's role in the Preparedness, Response and Recovery Phases
- Disaster Mitigation and Building Resiliency
- Volunteer Organizations in Disaster Management
- Staff Support for the Disaster Strategy
- Disaster Preparedness and Recovery Case Studies
- SHIP Disaster Frequently Asked Questions

Rental Housing Preservation

October 2, 2018

**Location: Habitat for Humanity of Greater Orlando Training Center
4116 Silver Star Rd, Orlando FL 32808**

Register at: <https://fhc.wildapricot.org/event-3010802>

Even while there is a need for thousands of new rental units, several thousand affordable housing rental units are at risk of being lost as affordability periods expire, with a very acute need for rentals affordable to very-low and extremely-low income households. Preservation is crucial to meeting the need for affordable rental housing. This workshop will explore factors and strategies for preservation, including planning for the end of affordability at the beginning of project development, targeting properties for acquisition and rehabilitation, determining project feasibility and both public and private funding sources that can be used for rental housing preservation.

Who should attend?

- Nonprofit housing developers
- Construction management staff
- Planning staff
- Housing program administrators

Key Topics

- Property targeting
- Project feasibility
- Funding sources for acquisition/rehabilitation
- Development partners

LHAP Preparation and Strategy Design

October 17, 2018

**Location: Marion County Growth Management Training Center
2710 E Silver Springs Blvd, Ocala FL 34470**

Register at: <https://fhc.wildapricot.org/event-3010794>

This workshop addresses the fundamentals of implementing the LHAP as required by SHIP. The training is strongly recommended for staff with LHAPs due in 2019. It focuses on requirements for completing the plan and assessing what improvements will benefit a local government's housing strategies. The guidance from this workshop will help SHIP administrators adjust, adapt, and be successful in the LHAP submittal and approval process. Learn about new plan requirements and hear details about the latest plans that Florida Housing's review committee has accepted or sent back for revisions.

The presenters will look 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. Topics will include preparing the AHAC Report and tuning up your housing strategies in a changing market. The presenters will advise participants how to write a SHIP Local Housing Assistance Plan (LHAP) that is clear, concise and complies with all requirements. The training will highlight details in the updated LHAP template, offer instructions on properly completing the Housing Delivery Goals Chart and other required forms, and help assess how to enhance housing strategies, learn best practices to ensure quick approval and common mistakes to avoid.

Who Should Attend?

- Housing program administrators, especially those with 2019 LHAPs due
- Staff with five years or less years of SHIP experience with completing the LHAP
- Staff responsible for convening the Affordable Housing Advisory Committee (AHAC)

Key Topics:

- Deadlines and responsibilities in the LHAP approval process
- Designing Housing Strategies that work in a changing market
- Properly defining terms of assistance
- Submission of the LHAP

LHAP Preparation and Strategy Design

November 14, 2018

**Location: Riviera Beach Marina Village Event Center
190 E. 13th St., Riviera Beach, FL, 33404**

Register at: <https://fhc.wildapricot.org/event-3010806>

This workshop addresses the fundamentals of implementing the LHAP as required by SHIP. The training is strongly recommended for staff with LHAPs due in 2019. It focuses on requirements for completing the plan and assessing what improvements will benefit a local government's housing strategies. The guidance from this workshop will help SHIP administrators adjust, adapt, and be successful in the LHAP submittal and approval process. Learn about new plan requirements and hear details about the latest plans that Florida Housing's review committee has accepted or sent back for revisions.

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- Submission of the LHAP

Affordable Housing Funding Sources

December 11, 2018

**Location: Wells Fargo Historic Springfield Community Learning Center
1601 N. Main St., 2nd FL, Jacksonville, FL 32206**

Register at: <https://fhc.wildapricot.org/event-3010826>

This workshop is an introduction to federal and state affordable housing funding sources, including the State Housing Initiative Housing Partnership (SHIP), State Apartment Incentive Loan (SAIL), Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Housing Opportunities for Persons with AIDS (HOPWA), Emergency Solutions Grant (ESG), HUD Continuum of Care (CoC), and Low-Income Housing Tax Credit (LIHTC). Presenters will provide an overview of the source of the federal and state funds, how the funds are awarded, allocated and distributed, and their allowable uses. Participants will discuss methods to increase funding for affordable housing on the local level and strategies to encourage the development of affordable housing. Participants will build on that knowledge and discuss how these funds could be leveraged in different scenarios. The training is designed for new housing program administrators and nonprofit developers as well as experienced housing administrators that would like to refresh their knowledge of the programs and learn about recent program updates.

Who Should Attend?

- Housing program administrators
- Nonprofit affordable housing developers
- Community partners

Key Topics:

- Federal and state funding
- Creating local funding sources
- Private affordable funding sources and community partnerships
- Advocacy

Building Capacity: The Nonprofit as Affordable Housing Developer

January 30, 2019

Location: Hillsborough County - Frederick B. Karl Building

601 E. Kennedy Blvd, 26th Floor Rooms A & B, Tampa, FL 33602

Register at: <https://fhc.wildapricot.org/event-3011974>

This workshop is a continuation of the webinar Building Capacity to Build: The Nonprofit as Affordable Housing Developer. Over the course of this workshop, participants will complete an organizational self-assessment with guidance from the presenters, to determine their capacity for adding or expanding new lines of affordable housing business. The audience for this workshop includes nonprofits currently working with SHIP offices, and those that wish to engage with private or public partners.

Who should attend?

- Nonprofits seeking to expand mission and/or operations
- Housing program administrators interested in building capacity of nonprofits

Key Topics

- Key capacities of housing developers
- Key requirements of funding sources
- Organizational Assessment
- Strategies for building capacity

Preparing for SHIP Monitoring

February 12, 2019

**Location: Wells Fargo Historic Springfield Community Learning Center
1601 N. Main St., 2nd FL, Jacksonville, FL 32206**

Register at: <https://fhc.wildapricot.org/event-3011979>

Have you received notice that a Florida Housing Finance Corporation Monitor will soon conduct a compliance review of your SHIP program? Don't get nervous—get prepared. This workshop will report results from an analysis of recent monitoring reports to help you prepare. Learn about the program details that SHIP monitors focus their attention on during their review of a SHIP jurisdiction. This may help you achieve the best outcome from your next monitoring visit. The training will outline SHIP rule compliance, as well as Florida Housing options for addressing non-compliance. Beyond discussing mere compliance, this training will help you perform a health and effectiveness "checkup" on your local SHIP program using diagnostic exercises and group activities.

Who Should Attend?

- Housing program administrators
- Community partners
- Sub Recipient Organization staff
- Sponsors

Key Topics

- Steps in the monitoring process
- Common monitoring findings
- Elements of compliance: eligibility calculation, file documentation, reporting

The Predevelopment Process

March 13, 2019

**Location: United Women's Club of Lakeland
1515 Williamsburg Square Lakeland, FL 33803**

Register at: <https://fhc.wildapricot.org/event-3012019>

Predevelopment is one of the most important components of housing development. This training provides guidance to nonprofit organizations on predevelopment activities and due diligence necessary prior to the development of affordable housing units. The workshop complements the Affordable Housing Funding Sources workshop. Presenters will cover site acquisition, construction/design, zoning, budgeting and other elements of the predevelopment process. Workshop presenters will discuss the Florida Housing Finance Corporation's Predevelopment Loan Program requirements and will walk through the process for obtaining a loan.

Who should attend?

- Nonprofit housing developers
- Construction management staff
- Planning staff
- Housing program administrators

Key Topics

- Project concept
- Organizational capacity and development team
- Site selection and acquisition
- Third party reports
- Funding sources

The Development Process

April 16, 2019

**Location: Pompano Beach Cultural Arts Center,
50 West Atlantic Boulevard, Pompano Beach, FL 33060**

Register at: <https://fhc.wildapricot.org/event-3012028>

This workshop provides participants with an introduction to the housing development process from the point of view of the developer. It is designed for nonprofit developers, housing program administrators, and their community partners. The presenter will address land use, impact fees, permitting, platting and more. Understanding the development process, as well as the costs and financing needed to make affordable housing production happen, will enable housing administrators to design effective affordable housing programs. Participants will also gain a better understanding of how amounts and timing of subsidies directly influence the incomes of the families being served. Key topics include financing, site selection, and how housing is made affordable.

Who should attend?

- Nonprofit housing developers
- Construction management staff
- Planning staff
- Housing program administrators

Key Topics

- Funding applications and awards
- Credit underwriting
- Initial closing process
- Construction and lease-up
- Project stabilization and final closing
- Project operation and program compliance

Shared Equity and Permanent Affordability

May 8, 2019

**Location: Hillsborough County Frederick B. Karl Building
601 E. Kennedy Blvd 26th Floor Rooms A & B, Tampa, FL 33602**

Register at: <https://fhc.wildapricot.org/event-3012034>

This workshop will explain shared equity programs, and how incorporating shared equity provisions into SHIP strategies can more effectively expand and preserve the affordable housing stock. We will cover the philosophy, mechanics, and best practices for shared equity programs with emphasis on permanent affordability using community land trusts. Presenters will address key topics such as resale restrictions, local government disposition of surplus lands, lending for shared equity programs, and recordkeeping. Participants will also learn about Fannie Mae and Freddie Mac's Duty to Serve Rule, effective January 2018, which applies to shared equity affordable housing.

Who should attend?

- Local government housing administrators
- Community partners
- Elected officials and Affordable Housing Advisory Committee members
- Nonprofit housing staff

Key Topics

- Purpose and philosophy of shared equity
- Three main shared equity models
- Factors for resale restrictions and resale price calculations
- Shared equity and SHIP strategies
- Role of surplus land in supporting shared equity and permanent affordability
- Support of shared equity by lending community

WEBINAR SCHEDULE

Date	Training
August 9, 2018 at 10:00 am	Pre- and Post-Disaster Recovery with SHIP
August 16, 2018 at 2:00 pm	SHIP Rent Limits Policy
September 12, 2018 at 2:00 pm	Incentives to Encourage the Private Sector to Build Affordable Housing in the Community
September 19, 2018 at 2:00 pm	Involving Realtors and Lenders in Purchase Assistance
October 22, 2018 at 2:00 pm	Income Certification for SHIP Applicants
October 23, 2018 at 2:00 pm	Working with Blended Financing/Subsidy Layering
October 30, 2018 at 2:00 pm	Effective Written Agreements
November 5, 2018 at 2:00 pm	Monitoring SHIP-Assisted Rental Housing
November 29, 2018 at 2:00 pm	Working with Nonprofits, Sponsors and Subrecipients
December 5, 2018 at 2:00 pm	Florida Housing's Special Needs RFAs: An Introduction for Local Governments
December 10, 2018 at 2:00 pm	LHAP Strategy Design and Amendments
December 19, 2018 at 2:00 pm	Florida Housing's Special Needs RFAs: An Introduction for Nonprofit Developers
January 9, 2019 at 2:00 pm	Building Capacity to Build: The Nonprofit as Affordable Housing Developer
January 14, 2019 at 2:00 pm	Assisting Very-Low Income Homebuyers
February 6, 2019 at 2:00 pm	Property Management Series, Part 1
February 25, 2019 at 2:00 pm	Property Management Series, Part 2
March 4, 2019 at 2:00 pm	Preparing for a SHIP Monitoring Visit
March 18, 2019 at 2:00 pm	Managing SHIP in Rural Communities
April 8, 2019 at 2:00 pm	Special Needs Assistance with SHIP Funds
April 24, 2019 at 2:00 pm	Best practices for procurement of construction and rehabilitation services
May 13, 2019 at 2:00 pm	Preparing for Deadlines and Annual Reports

Webinar Descriptions

Pre- and Post-Disaster Recovery with SHIP: August 9, 2018 at 10:00 am

Registration: <https://attendee.gotowebinar.com/register/6934536665519508994>

Florida must be prepared for hurricanes, fires, floods, tornados and more. Every hurricane season has the potential to be a destructive one—this is incentive enough to plan for disaster. This webinar will include presenters who will detail new construction and rehabilitation features that strengthen a home against damage from futures disasters. Participants will learn to identify community partners who are preparing for disasters and organizing to respond when the time comes. Presenters will address the valuable contribution of the SHIP program in responding to past disasters. Learn how to ‘tune up’ your SHIP disaster response strategy. All participants will receive a PDF version of the Housing Coalition’s new publication, “Florida Disaster Management Guide for Housing”, which will be referenced in the presentation and examples. Key topics will include SHIP frequently asked disaster questions, volunteer organizations in disaster management, and the housing administrator’s role in the preparedness, response and recovery phases.

SHIP Rent Limits Policy: August 16, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/4216877073680972033>

Using SHIP for rental housing has always come with several rules and requirements. Some have recently changed. Learn about the Florida Housing Finance Corporation’s most recent guidance on SHIP rental assistance, which exempts rent/utility deposit assistance from compliance with the SHIP rent limits. Other SHIP-related rental assistance and development will also be addressed. Eviction prevention assistance can help a tenant struggling to pay past due rent. SHIP rent subsidies may pay for limited monthly rent of a very low-income homeless household. The webinar will also review the rules when SHIP is expended for rental new construction or rehabilitation.

Incentives to encourage the private sector to build affordable housing in the community:

September 12, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/7047741283204354305>

Affordable housing development creates many private sector benefits. Among other things, it attracts businesses, creates jobs, and stimulates the local economy. Affordable housing development is also profitable to private developers. This webinar will explore the many incentives and benefits that affordable housing development brings to the private sector.

Involving Realtors and Lenders in Purchase Assistance: September 19, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/1272034190287648769>

This webinar provides an introduction for using SHIP to provide homebuyer assistance. It will help assist Realtors, mortgage brokers and seller's agents understand the SHIP program, understand the LHAP development process, access LHAP's for SHIP communities across Florida and understand the differences between bank underwriting and buyer qualifications under the SHIP program. Learn how SHIP funds can be used to assist buyers and make the home affordable. The training is intended for Realtors, lenders, mortgage brokers as well as SHIP staff, who have a purchase assistance strategy.

Income Certification for SHIP Applicants: October 22, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/8241258956132065537>

This webinar provides a comprehensive overview of the income qualification process for SHIP applicants. It is designed for those who process applications for SHIP assistance and the people who supervise them. The training will cover the process from application intake through approval, file management and compliance. The presenter will address critical eligibility activities, including income verification, determining household size, and income inclusions and exclusions. Participants will learn how to compute anticipated annual income and complete income and asset verification.

Working with Blended Financing/Subsidy Layering: October 23, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/4264099998603695107>

Determining which rule takes precedence over another is important to understand when monitoring blended projects. This webinar offers guidance on monitoring projects that have multiple funding sources such as SHIP, HOME and tax credit financing. It will address which project rules apply when there are multiple funding sources and considerations when reviewing rents, utility allowances, annual Resident Income Certifications, recording keeping and file reviews.

Effective Written Agreements: October 30, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/4015077107565688833>

Written agreements (interlocal, sub recipient, owner, contractor, sponsor, developer, etc.) serve as the legally binding contract between two parties. The terms, conditions, affordability period, roles, responsibilities and enforcement mechanism and conditions for repayment must be included in the agreement for it to be enforceable. In the event of non-compliance, the agreement serves to protect the local government's investment of funds. Failure to include these conditions could make the local government responsible to pay back funds in the event of non-compliance. Learn what clauses should be included in agreements to protect the local governments financial interest.

Monitoring SHIP-Assisted Rental Housing: November 5, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/7707226158521341697>

Learn what SHIP requires when building or repairing rental housing. Ongoing monitoring of assisted rental units is the main SHIP responsibility addressed in this webinar. Learn about what is involved, since SHIP commitment is significant—annual monitoring for a minimum of 15 years for all SHIP-assisted rental housing. The presenters will discuss rental developments—including those financed with tax credits—to help participants understand the local government obligation for monitoring. Key topics include income eligibility monitoring, calculating affordability, and the role of physical property inspections.

Working with nonprofits, sponsors and subrecipients: November 29, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/5936686982360197121>

Several SHIP communities outsource implementation of one or more of their strategies. 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. The webinar will address service delivery fees and other details in a sub recipient agreement. Key topics include the elements of monitoring and effective communication.

Florida Housing's Special Needs RFAs: An Introduction for Local Governments:

December 5, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/8249772474666143489>

Florida Housing Finance Corporation issues requests for applications (RFAs) to provide funding for developments with a homeless or special needs focus. Some of these RFAs have been undersubscribed. This webinar, designed from the perspective of local government and with input from Florida Housing's multi-family program staff, will focus on these and other RFAs that receive relatively few applications and may be opportunities for funding success. Learn the submission requirements for these RFAs and the role of local government in the application and underwriting process, including site identification, coordination of services, timing of development review, and utilizing SHIP funds to meet the special needs set-aside in the SHIP statute.

LHAP Strategy Design and Amendments: December 10, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/9004625690041481217>

This webinar provides guidance on new strategies and amendments and the considerations of what should be included when updating or changing the LHAP. Learn about new LHAP requirements and hear details about the latest plan updates and amendments that Florida

Housing's review committee has accepted...or sent back for more work. Review the essential sections of a SHIP strategy and write one that is clear, concise and complies with all requirements. The training will highlight details in the current version of the LHAP template and offer instructions on making updates to the Housing Delivery Goals Chart or other LHAP Exhibits. Learn best practices to ensure quick approval of your new or updated strategy, as well as common mistakes to avoid.

Florida Housing's Special Needs RFAs: An Introduction for Nonprofit Developers:

December 19, 2018 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/7779817015698968577>

Florida Housing Finance Corporation issues requests for applications (RFAs) to provide funding for developments with a homeless or special needs focus. These RFAs which are generally for nonprofit applicants only are often undersubscribed. Similar to the webinar on this topic for local governments, this webinar is designed with input from Florida Housing's multi-family program staff, from the perspective of the nonprofit developer. Learn the submission requirements for these RFAs including threshold eligibility requirements for the applicant, funding levels, and development characteristics. The webinar will also include discussion on those requirements which may present challenges and how to overcome them.

Building Capacity to Build: The Nonprofit as Affordable Housing Developer:

January 9, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/1106047516912653057>

This webinar is designed for nonprofits seeking to do development or expand their housing mission. It focuses on professional development for nonprofit board members, executive leadership to improve nonprofit operational capacity for affordable housing development. During this webinar, presenters will discuss areas of organizational self-assessment to focus on while considering adding or expanding affordable housing lines of business. This webinar is a pre-requisite training for those who plan to attend the workshop on this topic.

Assisting Very Low-Income Homebuyers: January 14, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/6248333657648971009>

Very low-income households create challenges when applying for assistance as homebuyers. Many have no credit, poor credit, are cash poor and lack the knowledge needed to understand the homeownership process. The training will address leveraging and layering resources to make the purchase affordable, and how to partner with non-profit organizations—including Habitat for Humanity—to serve this income group. The webinar offers ways to prepare very low-income buyers for the responsibilities of homeownership. Presenters will discuss lender partners—including USDA RD in rural areas—and the lender's role in providing first mortgages, teach classes and more.

Property Manager Series, Part 1: February 6, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/768268748766929409>

Tenant Selection, Screening In vs Screening Out, Selection Criteria, Access for Special Needs Applicants: This is the first part of a two-part webinar for multifamily property managers. Presenters will offer guidance to ensure that marketing, tenant screening, and property management policies and procedures comply with fair housing requirements. Participants will consider plans and actions that take meaningful steps to promoting fair housing choice and fostering inclusive communities.

Property Manager Series, Part 2: Marketing, Policies, Fair Housing and More:

February 25, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/7113021487569433345>

This is the second part of a two-part webinar for multifamily property managers. It builds on the first by providing training on special topics, including conducting tenant selection on a case by case basis for homeless and special needs households. Presenters will address screening in versus screening out households with special needs, disabilities, and histories of homelessness. Learn about working with support services agencies to facilitate access.

Preparing for a SHIP Monitoring Visit: March 4, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/7293547003199320833>

This webinar details the process and items that SHIP monitors focus their attention on during their review of a SHIP jurisdiction. This will help local governments be prepared for and achieve the best outcome from the next monitoring visit. Get prepared by reviewing an analysis of recent monitoring reports. The training will outline SHIP rule compliance, as well as Florida Housing Finance Corporation's options for addressing non-compliance issues. Beyond discussing mere compliance, this training will help local governments perform a health and effectiveness "checkup" on the local SHIP program using diagnostic exercises. Key topics include steps in the monitoring process and common monitoring findings.

Managing SHIP in Rural Communities: March 18, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/4596817714706656257>

This webinar is designed for staff from rural communities that receive the minimum SHIP allocation. The presenters will offer suggestions on how to run an efficient assistance program with limited staff. Review possible benefits of an affordable housing advisory committee. Learn about common pitfalls to avoid and the roles of community partners and leveraged funds. A presenter from USDA Rural Development will offer examples of how they can be a seamless partner with SHIP to help buyers.

Special Needs Assistance with SHIP Funds: April 8, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/2731480845021915393>

This webinar will help housing administrators incorporate and document the required 20 percent of the SHIP allocation to serve persons with special needs into the LHAP. The presenter will review documentation and reporting requirements related to each type of applicant with special needs as defined in s. 420.0004 of the Florida Statutes. The training is designed to highlight successful initiatives from SHIP communities involving assistance with rental housing, home repair, purchase assistance, and more. Learn how local Centers for Independent Living, Arc agencies and other service providers can help identify special needs applicants in need of housing assistance. The presenters will review collaborations with CoC homeless Coordinated Entry, Foster Care, and domestic violence programs. The training will help fine tune plan to comply with the special needs requirement in a timely fashion.

Best practices for procurement of construction and rehabilitation services:

April 24, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/3308438576581147905>

As the majority of SHIP funds must be spent on construction and rehabilitation activities, local governments must often partner with contractors that have the skills and expertise needed to implement housing rehabilitation and construction projects. This webinar will provide guidance to local governments on advertising their programs to solicit contractors, screening contractors to make sure they have the necessary licenses and qualifications, establishing and maintaining a contractors pool, using local businesses and contracting with small, minority-owned and women-owned businesses, and addressing challenges in getting contractors to participate in government-funded housing programs while adhering to the program's policies and procedures.

Preparing for Deadlines & Annual Reports: May 13, 2019 at 2:00 pm

Registration: <https://attendee.gotowebinar.com/register/6684430755551118337>

This webinar is designed to focus on ongoing tracking responsibilities, even before the pressure of the September 15 annual report deadline is upon you. It will especially help new SHIP staff members who have recently been assigned tracking or annual reporting responsibilities. Participants will receive the updated SHIP tracking spreadsheet, along with written instructions for tracking funds and completing an online annual report. The presenter will address how to confirm if your tracking spreadsheets accurately reflect the city or county general ledger. Learn how to identify and track program income.