Preparing and Submitting the Annual Report

Sponsored by the Florida Housing Finance Corporation’s Affordable Housing Catalyst Program
Today is Part 2 of Report Training

What will be covered

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

Tracking & Reporting Timing

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

- FY 13/14 (close-out) all funds must be **expend**ed
- FY 14/15 funds must be **expend**ed or **encumber**ed
- FY 15/16 funds may be **expend**ed, **encumbered** or **unencumbered**
  - Encumber for real, eligible applicants
POLL

Are all 13/14 funds expended?
All 14/15 funds encumbered?
• Yes to all
• Yes, 13/14 expended but 14/15 is not fully encumbered
• No, not quite there yet

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).
• No extension to submitting Annual Reports
  They are due September 15th
Tracking & Reporting Timing

**August 2016:** Expected to receive 1st disbursement of 16/17. Create a tracking spreadsheet

**July – September 15, 2016:**
- Create reports for 13/14, 14/15 and 15/16
- One certification form signed by Chief Elected Official or Designee
  - Email this signed form in PDF format only

Tracking & Reporting Timeline

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QUESTIONS?

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
POLL

Have you logged on to the Annual Report Website within the last 2 months?
• Yes
• No

Orientation to the Web Annual Report

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

Password Rules:
• At least 7 characters long
• At least one non-alphanumeric character, like * or &
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.

Form 2: Rent Unit Information

Confirm that “rent charged for a rental unit based on the unit size complies with the Rent Limits...”
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.

Updated:
SHIP Tracking Spreadsheet

- Special Needs tracking
- Track Housing Counseling recipients
- Recipients at 120-140% AMI
Demonstration of Completing the Report

First Step:
Update Contact Information and SHIP Program Details

“Review and Submit” Tab
Includes Validation Error Messages
Submit 3 Reports after curing validation errors
Comments Box when Explanation is Needed
(specific which FY the comment applies to)
Common Report Errors

• Set-Aside Noncompliance
• Adding data without first tracking it throughout the year.
• Reporting an applicant’s assistance split between two reports.

MORE Common Report Errors

• A carry forward on an interim report
• Reporting Recaptured Funds, which are actually Program Income
• Form 4: “Expended Funds” – strategy names don’t exactly match Form 1, which triggers a Validation Error
Form 5: Special Needs Compliance

- 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 the strategy codes that apply to Special Needs and specify the relevant FY

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
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 $______.

4) The cumulative cost per rehabilitated housing unit from these actions is estimated to be $_______.

_________________________________________ Date_______
Chief Elected Official or Designee
### CHEAT SHEETS Answer Key

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### Re-Assign Expenses

- Re-assign to produce compliant reports
- Jurisdiction may CHOOSE which distribution to spend on a project, within limits
- Review Handout and Video Training
QUESTIONS?

Annual Report Webinar repeated Monday July 25
2:00 - 3:30pm
Register at:
https://attendee.gotowebinar.com/register
/8311144998428427267
Evaluation Survey:

https://www.surveymonkey.com/r/VYVH3QJ