Catalyst Training Schedule

Fine Tune Your SHIP Program
REGISTER NOW FOR

CATALYST TRAINING

Register Now for SHIP Catalyst Training!

The Coalition is Florida’s affordable housing training and technical assistance provider.

The Florida Housing Coalition is commonly acknowledged as the foremost authority in Florida on affordable housing, community development and related issues, as a clearinghouse for information, a provider of training and technical assistance, and an advocate at the state and national levels for people in need of affordable housing.

www.flhousing.org
Working with Nonprofits, Sponsors and Subrecipients

Sponsored by Florida Housing Finance Corporation’s Catalyst Program
Aida Andujar, Lisa Hoffmeyer
Sponsor

Means a person or a private or public for-profit or not-for-profit entity that applies for an award under the local housing assistance plan for the purpose of providing eligible housing for eligible persons to partially assist in the acquisition, construction, rehabilitation, or financing of eligible housing or to provide the cost of tenant or ownership qualifications.

420.9075 Local housing assistance plans; partnerships.--
As a condition of receipt of an award, the eligible sponsor or eligible person must *contractually* commit to comply with the affordable housing criteria provided under ss. 420.907-420.9079 applicable to the affordable housing objective of the award. The plan criteria adopted by the county or eligible municipality must prescribe the *contractual* obligations required to ensure compliance with award conditions.

420.9075 Local housing assistance plans; partnerships.
Owner example

• An income eligible homeowner receives an award letter for $20,000 in SHIP to repair their house. The owner also signs a contract with a general contractor (likely selected from a pool of pre screened General Contractors to complete the work).

• A family of four wants down payment and closing cost assistance to purchase a home. The local government will provide a maximum of $20,000 in assistance to help them buy the home.
Developer/Sponsor example

- A SHIP community issues an RFA for a developer to construct 10 rental units for low income tenants. The RFA requires the developer has site control and the project is “shovel ready”.

- A nonprofit sponsor responds to an RFP to use SHIP funding to buy 5 single family homes, rehab them and sell the homes to SHIP eligible buyers. The nonprofit and SHIP office executes an agreement stating the work that is entailed and the responsibility of the Nonprofit Sponsor.
Sub Recipient

means a person or non-state organization contracted by a SHIP eligible local government and compensated with SHIP funds to provide administration of any portion of the SHIP program.

67-37.002 Definitions.
Sub Recipient

Any local government receiving SHIP funds which administers any portion of the SHIP program through a Sub Recipient shall bear responsibility for actions of the sub recipient and shall monitor all sub recipients to insure compliance is maintained on all SHIP funded activities. Any **contract or agreement** between the local government and sub recipient shall detail the **policies and procedures** that shall be adhered to in the management of the SHIP activities.

67-37.019 Compliance Monitoring for Housing Developed With SHIP Local Housing Distribution Funds.
Sub Recipient

Any **contract** or document establishing the relationship between a SHIP eligible local government and a non-state organization which is a Sub Recipient receiving SHIP funds shall contain the standard audit language on Form DFS-A2-CL (Effective 7/05) of the **Florida Single Audit Act** in the document.

[https://apps.fldfs.com/fsaa/statutes.aspx](https://apps.fldfs.com/fsaa/statutes.aspx)

67-37.019 Compliance Monitoring for Housing Developed With SHIP Local Housing Distribution Funds.
Sub Recipient Example

• A SHIP jurisdiction enters into a contract/agreement with a Sub recipient to implement the SHIP Purchase Assistance Program.

• The responsibilities include advertising, keeping a waiting list, processing applications, tracking, and annual reports.

• The sub recipient will perform applicant intake, counseling, income qualification, issuing award letters, underwriting, agreements and coordinating closing with the first mortgage lender.
SHIP
Technical Bulletin
2016-01
Sub-Recipients Administering SHIP

Any local government participating in SHIP that uses a Sub-Recipient to administer all or part of the SHIP program should be aware of the following facts:

1. The SHIP rule defines a Sub-Recipient (see below) broadly as any person or non-state entity. This would include any non-profit, consultant or other entity actively performing any administrative function of the program including application intake, income verification, contract oversight, counseling, etc. The term Sub-Recipient should not be confused with the statutorily defined Eligible sponsor (see below) which refers to an entity that receives a funding award. There may be situations where it is difficult to determine when an entity is “awarded” funds, but in practice carry out the administration function for those funds. In these cases, the entity should be considered as a Sub-Recipient.

2. Regardless of the use of Sub-Recipients, the local government is responsible (67-37.019 (10)) for monitoring the SHIP funds being expended through the Sub-Recipient. The responsibility for compliance with the requirements cannot be
Annual Report

- Status of Incentive Strategies
- Support Services
- Other Accomplishments
- Availability for Public Inspection and Comments
- Homeownership Default and Foreclosure
- Welfare to Work Programs
- Strategies and Production Costs
- Expended Funds
- Administrative Expenditures
- Sub Recipients and Consultants

<table>
<thead>
<tr>
<th>Name</th>
<th>Business Type</th>
<th>Strategy Covered</th>
<th>Responsibility</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keystone Challenge Fund, Inc</td>
<td>Non profit affordable housing provider.</td>
<td>DPA and Homebuyer Counseling.</td>
<td>DPA Loan processing and homebuyer education classes</td>
<td>400,000.00</td>
</tr>
</tbody>
</table>

- Program Income
- Explanation of Recaptured funds
- Rental Developments
- Single Family Area Purchase Price

Additional physical materials will be mailed to Florida Housing Finance Corporation. Please email attachments electronically if applicable.
Contractors

- Persons /firms entering into a written agreement/contract to perform a specific task.
  - Appraisal firm
  - Lead based paint testing firm
  - Title insurance company
  - Construction work

They generally have no ownership or other ongoing interest in the project/job once their task is completed.
Keystone Challenge Fund

Jeff Bagwell, President and Executive Director
4200 Florida Ave S, Lakeland, FL 33813
Jeff Bagwell
jeff.bagwell@keystonechallenge.org
863-682-1025
BAND

- Bonnye E. Deese, Executive Director
- Broward Alliance for Neighborhood Development
- 690 NE 13th Street, Suite 104
- Fort Lauderdale, FL 33304
- Phone: (954) 581-9899
- Fax: (954) 581-9881
- Email: Bdeese@bandflorida.org
Tampa Bay CDC

- Carrie Vitale
- Tampa Bay CDC
- (727) 442-7075, Extension 116
- carvit40@aol.com
Lee County

- Gloria M. Sajgo, AICP, Principal Planner
- Antia Richards, Senior Planner
- SHIP Program/Historic
- Lee County Planning Division
- 1500 Monroe St. Fort Myers Fl 33901
  239 533 8311  fax 239 485 8344
- gsajgo@leegov.com
- arichards@leegov.com
Selection of Sponsors and Subrecipients

- Establish a selection process
- Request for Application/Proposal/Project
- Advertisement
- Workshop
- Internal review
- Appeal
RFP/RFA criteria for nonprofit Sponsor/Developer – rental new construction

- Financially sound
- Experience
  - Funding source
  - Construction
  - Staff/Board
  - Development team
  - Reputation
- Site control
- Project budget
- SHIP $ requested
- Income set asides
- Affordability period over 15 years
- Welfare Transition Program
- Special needs/ Homeless
- Due diligence
  - Market study
  - Environmental
  - Zoning
  - Infrastructure
- Timeline
- Other funding sources committed
- Feasibility analysis
- Property management
RFA criteria for Program Subrecipient

- Financially sound
- Experience
  - Funding source
  - Program
  - Staff/Board capacity
  - Reputation
- Program budget
- Program description and guidelines
- Outcomes
- Timeline
- Other funding sources, collaboration, partnerships
Effective written agreements

- Activity and tasks to be performed
- Responsibilities of all parties
- Provide a budget
- Use of funds
- Payment procedures and schedule/timeline
- Terms of enforcement
- Compliance, reporting and monitoring requirements
- Options for extension, revision
- Security agreements
- Attachments/exhibits
Who Prepares the Written Agreement

- SHIP Staff
- City/County Attorney
- Paid Consultant

Remember: always have an attorney review your documents for legal sufficiency and form.
When should the Agreement be Executed

- When the applicant has been deemed eligible
- When the project is ready to start and all funding sources are in place
- All required pre-contract program steps have been completed
- Before any funds are disbursed
- REVIEW WITH SUBRECIPIENT / SPONSOR!
Thank you for joining us

• Survey
• Please e-mail your questions or ideas for future webinars, clinics and workshops to:
  • Andujar@flhousing.org
  • Hoffmeyer@flhousing.org