Preparing and Submitting the Annual Report

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

Our Thanks to the Florida Housing Catalyst Program

Sponsored by the Florida Housing Finance Corporation

What will be covered

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

Additional Training

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

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

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

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).
Don't Miss the DEADLINE!

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

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

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 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

Form 4 Feedback

Administrative Expenses

• 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)
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 strategy codes that apply to Special Needs and relevant FY.

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.

“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)

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

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
Annual Report & Tracking

CHEAT SHEETS

<table>
<thead>
<tr>
<th>Report</th>
<th>Form 3</th>
<th>Form 2</th>
<th>Form 1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHEAT SHEETS Answer Key**

On Annual Report On TRAKSHIP

- 1: B
- 2: H
- 3: F
- 4: J
- 5: E
- 6: D
- 7: G
- 8: C on Form 3
- 9: A on Form 2
- 10: L on Form 2
- 11: M on Form 1
- 12: K