Working with the New Annual Report System

sponsored by Florida Housing Finance Corporation Catalyst Program

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Our Thanks to the Florida Housing Catalyst Program

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Today is Part 3 of a Webinar Series

June Webinars

June 5 recording:  
https://vimeo.com/340487039

June 27 recording:  
https://vimeo.com/344886777
What will be covered

- Review of Deadlines
- SHIPDATA Updates
- Annual Report Topics
- One SHIP Administrator’s Story
- Demonstrations to Answer Questions

Handout

- Updated SHIPDATA Spreadsheet
- Annual Report Instructions
Tracking & Reporting Timing

June 30: Encumbrance & Expenditure Deadline

• FY 16/17 (close-out) all funds must be expended
• FY 17/18 funds must be expended or encumbered
• FY 18/19 funds may be expended, encumbered or unencumbered
• Encumber for real, eligible applicants
Don’t Miss the DEADLINE!

No extension for submitting Annual Reports
Due September 15th

THE FLORIDA HOUSING COALITION
FAQ on SHIPDATA Spreadsheet

Why do I get an error when I update my SHIPDATA spreadsheet: “Check Form Version #”?  
• You must place your data on the newest version of the upload spreadsheet, available on the “References” tab.

Should I round to the nearest whole number?  
• There is no rounding on the SHIP annual report.

Why can’t I sort this data?  
• Actually you can. Select fields but not headers.
SHIPDATA Veteran Update

- Before now, we only tracked veterans receiving benefits. Also, some declared veterans Essential Service Personnel
- Now Veteran is an option on the “non-special needs demographic” dropdown
- Ask about veterans on your application
**SHIPDATA “Unit Counted” Column**

<table>
<thead>
<tr>
<th>Local Strategy Name</th>
<th>Strategy Code</th>
<th>Meets 75% Set-aside</th>
<th>SHIP Funding Amount</th>
<th>Funding Status</th>
<th>Funding Type</th>
<th>Funding Year</th>
<th>Unit Counted In Another Year</th>
</tr>
</thead>
</table>

- **Unit Counted In Another Year:** rarely used
  - Similar: unit assisted by 2 strategies on same report
- **Report this for the smaller amount provided.**
- **Example:** Ms. Smith’s replacement home was paid by 13/14 ($60,000) and 14/15 ($30,000). Click ‘Unit Counted’ on 14/15 amount to indicate 13/14 was involved.
Wrong from last webinar: Add tenants in SHIP funded units on ‘Applicant Level Data’ with $0 of SHIP funds expended.

Correction: The annual report pulls expenses from ‘Applicant Level Data’ so include per unit expense.

Total expense divided by # of units = Per Unit Expense
Manufactured Housing

Structure Type: Single Family SF Home, Townhome, Condo, Manufactured Housing, Apartment, other

- Manufactured Housing constructed after June 1994 is eligible housing
- When replacing a manufactured home, the replacement unit must be newer than June 1994
QUESTIONS
One SHIP Administrator’s Story

Tammy Harris, Housing Services Director
Citrus County Dept. of Community Services
Tammy.Harris@citrusboccc.com
Annual Report Topics
What is the status of your Report?

• I have not logged onto Annual Report website
• I am researching and adding to SHIPDATA
• I have started adding to the report
• Report is complete but with Errors
• Report is submitted
Update Contact Information

Update Entire Page: Program Information, How to Apply, When are applications accepted, Lender and Contractor participation, SHIP Website

Use this page to update the agency's contact information.

Report Contact Information

This is the name of the individual whom Florida Housing may contact regarding Annual Report information/preparation.

Contact Name: Stephen Weeks
Email Address: sweeks@alachuacounty.us
Telephone Number: (352)337-6285

SHIP Contacts

This information will be published on the Florida Housing public website for local government contacts. Note: fields highlighted are pending changes that have not yet been approved by FHFC staff.

Contact #1
Prefix: Mr.
Contact Name: Stephen Weeks
Title: Housing Program Manager
Data Input

- Report topics have not changed, just formatted differently
- Adding Incentive Strategy Data
- Rent Limits Per Unit automatically added

- Additional Use of Funds
- Average Area Purchase Price
- Rent Limits Per Unit
- Recap of Funding Sources for Units Produced (Leveraging)
- Life-to-Date Homeownership Foreclosure and Default
- Incentive Strategies
- Administration by Entity
- Program Income
- Explanation of Recaptured Funds
- Description of Support Services:
- Other Accomplishments
- Availability for Public Inspection and Comments
- Efforts to Reduce Homelessness
- Interim Year Data
- SHIP A/R Data Excel Form Upload
“Admin by Entity”

• List the local government with the amount of admin money it expends.

• List sub recipients and sponsors and indicate if they receive any of the 10 percent administrative budget money.
Interim Year Information

• Input 17/18 Data
16/17 Housing Counseling Funds

• Several (but not all) of the SHIP communities requested an additional allocation of 16/17 housing counseling funds.

• This amount is added to the 16/17 allocation amount
Foreclosure and Default

All fields here are for Life-to-Date Data

- Total SHIP PA Loans: 307
- Foreclosures by income category:
  - VLI: 1
  - Low: 3
  - Mod: 0
  - Total: 4
- Defaults by income category:
  - VLI: 0
  - Low: 0
  - Mod: 0
  - Total: 0
Foreclosure and Default

From the Instructions:

Some communities have not in the past properly tracked program information to be able to answer these life to date questions. Since you are not able to compile information on past foreclosures and defaults, you will have to report the number of foreclosures and defaults for the current close out report as the life to date figures and then put measures in place to ensure that the information will be collected moving forward.
“Total SHIP PA Loans”

• PA = Purchase Assistance loans
• If you do not know the total number of PA Loans since the beginning of SHIP, estimate
• One community’s estimate:
  • SHIP has been around for 24 years
  • The City has assisted an average of 3 households each year.
  • About half receive purchase assistance
  • 24 x 1.5 purchase assistance households assisted per year = 36 PA Loans

Total SHIP PA Loans: 357
Estimating “Total SHIP PA Loans”

The References Tab has 9 years of reports

Archived Closeout Reports:

- 2006/2007 Closeout Report for Alachua County
- 2007/2008 Closeout Report for Alachua County
- 2008/2009 Closeout Report for Alachua County
- 2009/2010 Closeout Report for Alachua County
- 2010/2011 Closeout Report for Alachua County
- 2011/2012 Closeout Report for Alachua County
- 2012/2013 Closeout Report for Alachua County
- 2013/2014 Closeout Report for Alachua County
- 2014/2015 Closeout Report for Alachua County
- 2015/2016 Closeout Report for Alachua County
Get Public Input

Chapter 420.9075 subsection (11)

“The report shall be made available… for public inspection and comment prior to certifying the report and transmitting it to the corporation….

Members of the public may submit written comments on the report…

The county or eligible municipality shall attach a copy of all such written comments and its responses to the annual report submitted to the corporation.”
“Review and Submit” Tab

Even after pushing “Submit”, press ‘Save Changes’

You can make updates. Doing so changes status to “Unsubmitted”
FAQ on Annual Report

We provide Utility Hook Up assistance. I don’t see a Strategy Code for this activity.

- Use Code 8 for Impact Fees.

Is it the 17/18 allocation or the allocation plus program income that needs to be encumbered?

- All sources of 17/18 funds must be encumbered.
Common Report Errors

• Set-Aside Noncompliance
• Not a best practice: Reporting an applicant’s assistance split between two reports
• Also a ‘Bad Practice’: Adding data without first tracking it throughout the year
QUESTIONS and Evaluation