

# 19/ 20 Catalyst Training Schedule

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## WORKSHOP SCHEDULE

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October 28, 2019 ORLANDO	LHAP Preparation and Strategy Design
November 14, 2019 OCALA	The Rehabilitation/Emergency Repair Process
December 5, 2019 TAMPA	Financing and Monitoring Rental Housing with SHIP
January 29, 2020 VERO BEACH	Housing Funding Training for Finance Department Staff
February 18, 2020 SARASOTA	Shared Equity and Permanent Affordability
March 11, 2020 RIVIERA BEACH	SHIP Program Administration
April 16, 2020 TALLAHASSEE	Pre- and Post-Disaster Recovery with SHIP
May 14, 2020 POMPANO BEACH	Affordable Housing Funding Sources
May 21, 2020 TAMPA	Preparing for the SHIP Monitor

# Workshop Descriptions

## LHAP Preparation and Strategy Design October 28, 2019

LOCATION: Holden Heights Community Center  
1201 20th Street  
Orlando, FL 32805

Registration Link: <https://fhc.wildapricot.org/event-3552557>

This workshop addresses the fundamentals of preparing and implementing the Local Housing Assistance Plan (LHAP) as required by SHIP. The training is strongly recommended for staff with LHAPs due in 2020. 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 processes 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 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, help assess how to enhance housing strategies, and convey best practices to ensure quick approval and common mistakes to avoid.

### **Who Should Attend?**

- Housing program administrators, especially those with 2020 LHAPs due
- Staff with five years or less of SHIP experience in 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

## The Rehabilitation/Emergency Repair Process November 14, 2019

LOCATION: Marion County Growth Management  
2710 E Silver Springs Blvd  
Ocala, Florida 34470

Registration Link: <https://fhc.wildapricot.org/event-3577021>

The rehabilitation process requires housing administrators and their staff work with homeowners, contractors, building inspectors, local officials, and funders. Understanding each of these groups and learning to work with them helps to avoid some of the problems that are commonly encountered in rehabilitation programs. This workshop will walk through the steps involved in the rehabilitation program process, deciding on the best approach and strategy design for your community, contractor selection and removal, scope of work, bidding process, contract terms and award, inspections and payments, and guarantees and warranties. The presenters will address weaknesses in rehabilitation programs and best practices to improve your program.

### **Who Should Attend?**

- Rehabilitation inspectors
- Construction management staff
- Rehabilitation staff
- Housing program administrators
- Sponsors and subrecipients involved in rehabilitation programs

### **Key Topics:**

- Program design
- The home inspection process
- Working with homeowners and contractors
- Finding a good inspector
- The importance of work write-ups and specifications
- Reducing the need for change orders
- Property standards
- Written agreements
- Handling disputes
- Warranties and guarantees
- Recordkeeping

## **Financing and Monitoring Rental Housing with SHIP December 5, 2019**

LOCATION: Children's Board of Hillsborough County  
1002 East Palm Avenue  
Tampa, FL 33605

Registration Link: <https://fhc.wildapricot.org/event-3579803>

This workshop provides an introduction to the principles behind developing and financing affordable rental housing utilizing SHIP, including the challenges and opportunities of both new construction and rehabilitation. The presenters will provide an overview of tax credit deals from a SHIP perspective in order to help participants understand the local government role in funding and compliance. Small, scattered site deals and large-scale developments will be covered. Learn what SHIP requires for ongoing monitoring of assisted rental units. Key topics include understanding the market, sources and uses, calculating affordability, and the components of compliance monitoring.

### **Who Should Attend?**

- Local government housing administrators
- Local government elected officials
- Community partners
- Nonprofit affordable housing developers (including those in need of capacity building)

### **Key Topics:**

- Development economics
- Developer and contractor experience
- Management leasing experience
- Guarantors financial and credit capacity
- Income eligibility
- Transaction structuring

## **Housing Funding Training for Finance Department Staff January 29, 2020**

LOCATION: Indian River County Administration Building "B" Conference Room B-501  
1800 27th Street  
Vero Beach, FL 32960

Registration Link: <https://fhc.wildapricot.org/event-3578382>

This is a new type of training designed for Finance Department Staff to address topics related to housing programs. It will help city and county finance department staff work successfully with SHIP, HOME and CDBG staff. The presenters will highlight several best practices for financial management. They will offer guidance to ensure compliance with SHIP tracking and annual reporting rules, along with CDBG and HOME regulatory requirements. Participants will receive tips for working with housing staff as they reconcile their financial tracking with the general ledger. Key topics include: SHIP program income, CDBG/HOME regulatory requirements, and reconciling with the general ledger.

### **Who should attend?**

- County and city finance department staff
- Housing program administrators

### **Key Topics**

- Financial management for CDBG/HOME
- Key differences between CDBG/HOME/SHIP
- Tracking and reporting

## **Shared Equity and Permanent Affordability February 18, 2020**

LOCATION: Robert L. Taylor Community Complex  
1845 34th Street  
Sarasota, FL 34234

Registration Link: <https://fhc.wildapricot.org/event-3578384>

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, which applies to shared equity affordable housing.

### **Who should attend?**

- Housing program administrators
- Nonprofit housing developers
- Community land trust organizations or program staff
- Community partners including housing counselors and lenders

### **Key Topics**

- Three main shared equity models
- Subsidy recapture vs subsidy retention
- Factors for resale restrictions and resale price calculations
- Shared equity and SHIP strategies
- Support of shared equity by the lending community
- Permanent affordability and housing programs

## **SHIP Program Administration March 11, 2020**

LOCATION: Riviera Beach Marina Village Event Center  
190 E. 13th Street  
Riviera Beach, FL 33404

Registration Link: <https://fhc.wildapricot.org/event-3579805>

This training is designed to provide guidance on the fundamental rules of the SHIP program and assist SHIP administrators with five years or less of SHIP experience with the implementation of their programs. This workshop addresses the primary responsibilities of SHIP program implementation and will help participants improve their application process, establish quality control for their qualification process, and assist in other aspects of daily SHIP administration. Presenters will review a year-long timeline of SHIP tasks and deadlines. The guidance from this training will help SHIP administrators adjust, adapt, and be successful. The SHIP Program Administration workshop looks 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.

### **Who should attend?**

- New and experienced SHIP administrators
- Subrecipients and sponsors
- SHIP Program staff

### **Key Topics**

- Overview of SHIP requirements and training resources
- The eligibility determination process
- Maintaining SHIP files
- Tracking encumbrances and expenditures

## Pre- and Post-Disaster Recovery with SHIP April 16, 2020

LOCATION: American Red Cross  
1115 Easterwood Dr,  
Tallahassee, FL 32311

Registration Link: <https://fhc.wildapricot.org/event-3587140>

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 may contribute to disaster recovery. Topics include disaster-related documentation required, avoiding duplication of benefits, disaster-related repair considerations, using SHIP with CDBG-DR, HHRP, and more. Participants will learn about innovative best practices in pre- and post disaster for temporary housing, rapid repair, and mitigation. Presenters in this training will include local government staff who will share their recovery work from past disasters. The presentations and group exercises will reference the Florida Housing Coalition's new publication, "Florida Disaster Management Guide for Housing." This workshop should be attended by SHIP administrators, housing staff and volunteer responders.

### **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

## **Affordable Housing Funding Sources May 14, 2020**

LOCATION: Emma Lou Olson Civic Center  
1801 NE 6th Street  
Pompano Beach FL 33060

Registration Link: <https://fhc.wildapricot.org/event-3579813>

This workshop is an introduction to federal and state affordable housing funding sources, including the State Housing Initiative 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). The training has been updated to include more detail on development financing and Florida Housing's RFA process. 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.

### **Who Should Attend?**

- Nonprofit affordable housing developers
- Local government housing administrators
- Community partners

### **Key Topics:**

- Federal funding
- State funding
- Private sources and community partnerships
- Advocacy
- Affordable housing tools and incentives

## Preparing for the SHIP Monitor May 21, 2020

LOCATION: Children's Board of Hillsborough County  
1002 East Palm Avenue  
Tampa, FL 33605

Registration Link: <https://fhc.wildapricot.org/event-3585429>

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
- Subrecipient organization staff
- Sponsors

### **Key Topics**

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

## WEBINAR SCHEDULE

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August 5, 2019 at 2:00 pm	Working with the New Annual Report System
August 6, 2019 at 2:00 pm	Shared Equity and Community Land Trusts
August 13, 2019 at 2:00 pm	Working with the New Annual Report System (repeat)
August 21, 2019 at 2:00 pm	Working with nonprofits, sponsors and subrecipients
September 17, 2019 at 2:00 pm	Accessory Dwelling Units Providing Affordable Housing
September 19, 2019 at 2:00 pm	Managing a Successful Purchase Assistance Program Part 1
September 26, 2019 at 2:00 pm	Managing a Successful Purchase Assistance Program Part 2
October 15, 2019 at 2:00 pm	Income Certification for SHIP Applicants Part 1
October 22, 2019 at 10:00 am	Income Certification for SHIP Applicants Part 2
November 4, 2019 at 2:00 pm	Roles and Responsibilities of the AHAC
November 21, 2019 at 10:00 am	LHAP Strategy Design and Amendments
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January 8, 2020 at 2:00 pm	SHIP File Documentation Part 1
January 22, 2020 at 2:00 pm	SHIP File Documentation Part 2
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February 10, 2020 at 2:00 pm	The Credit Underwriting Process for Affordable Housing
February 27, 2020 at 2:00 pm	Creating a Paperless SHIP Program
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June 15, 2020 at 2:00 pm	Affordable Housing Funding Sources Part 2

## Webinar Descriptions

**Affordable Housing Innovations in HB 7103:** July 22, 2019 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3515518405428320771>

The major piece of affordable housing legislation to come out of the 2019 session is House Bill 7103. This “omnibus housing bill” throws together into one bill inclusionary zoning, impact fees, and expedited permitting. The bill also makes a substantial change to the attorneys’ fees and court costs provision associated with bringing a challenge to a development order. This section of the bill has little or nothing to do with affordable housing. The focus of this webinar will be those items most impactful for affordable housing:

1. Inclusionary zoning – how to craft an ordinance that meets the new law;
  2. Impact fees- timing for collection (new provision) and exemption for affordable housing;
  3. Expedited permitting—this section applies to all development, not just affordable housing.
- Clarity will be provided about what impact that has on the requirement to expedite permitting in accordance with SHIP requirements.

This webinar will briefly discuss the state housing finance strategy for the Keys and the legislative definition for “essential services personnel”, which takes the place of locally determined definitions, as well as the private provider provisions related inspections and building permits.

**Working with the New Annual Report System:** August 5, 2019 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/9157843742934785795>

Florida Housing’s SHIP annual reporting system is updated and live. This webinar provides guidance as you create your SHIP annual report. Presenters will share answers to frequently asked questions along with lessons learned from the reports of specific SHIP jurisdictions. Report preparation topics will be discussed, including tracking of expenses, demographics and more--as well as completion of the annual report certification form. Additional topics will include guidance on reporting incentive strategies and next steps if you are noncompliant.

**Shared Equity and Community Land Trusts:** August 6, 2019 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/1586756207936312835>

This webinar provides an introduction to shared equity programs, including the community land trust model, and how incorporating shared equity provisions into SHIP strategies can effectively expand and preserve the affordable housing stock in any community. The presenters will cover the philosophy and mechanics of shared equity programs, the benefits of shared equity homeownership from the perspective of the homebuyer and the community, and best practices for how a local government can partner with a community land trust to implement a SHIP shared equity program. Key topics will include an overview of common shared equity models, the difference between subsidy recapture and subsidy retention, factors to consider when establishing a CLT program and designing a resale formula, local government disposition of surplus lands, lending for shared equity programs, and recordkeeping.

**Working with the New Annual Report System (repeat):** August 13, 2019 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/6130769484411694339>

Florida Housing’s SHIP annual reporting system is updated and live. This webinar provides guidance as you create your SHIP annual report. Presenters will share answers to frequently

asked questions along with lessons learned from the reports of specific SHIP jurisdictions. Report preparation topics will be discussed, including tracking of expenses, demographics and more; as well as completion of the annual report certification form. Additional topics will include guidance on reporting incentive strategies and next steps if non-compliant.

**Working with nonprofits, sponsors and subrecipients:** August 21, 2019 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/8314633773482583297>

Several SHIP communities outsource implementation of one or more of their strategies to non-profit or for-profit organizations. Learn what types of groups may serve as sponsors and subrecipients and hear firsthand from the SHIP staff and/or sponsors and subrecipients 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 Proposal, selection and award. The webinar will address service delivery fees and other details that should be incorporated into the written agreement. Key topics include the elements of monitoring and effective communication.

**Accessory Dwelling Units Providing Affordable Housing:** September 17, 2019 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/319968179690816001>

In a state dominated by single-family units, many people struggle to find suitable living arrangements. This webinar offers information about an affordable housing approach supported by the Florida Legislature that few local jurisdictions are implementing. An accessory dwelling unit (ADU) is a residential unit that is secondary to the primary residence of the homeowner and can be a powerful smart growth tool for providing affordable rental housing. ADUs are also beneficial to elderly and disabled populations in which a caregiver or family members can reside in close proximity to persons in need of care. The presenters will explain how to develop ADUs as infill units where there is existing infrastructure to make greater use of already developed land. Alternative housing models including tiny homes and repurposed shipping containers will be included.

**Managing a Successful Purchase Assistance Program Part 1:** September 19 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/153466934873557505>

A majority of SHIP funds must be expended for homeownership activities, and homebuyer assistance is one of the most common strategies employed by local governments to meet the homeownership set aside requirements. This training is for SHIP local government housing staff and their community partners interested in developing, implementing, and managing a successful purchase assistance strategy. This first session of a two-part webinar will detail the purchase assistance process, including the application process, pre-purchase requirements including homebuyer education requirements, and inspections. The presenters will discuss key considerations in the purchase assistance strategy description, offer a review of the mortgage application process, and help you consider using a sponsor or subrecipient to administer your program.

**Managing a Successful Purchase Assistance Program Part 2:** September 26 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/274663902580096001>

Partnerships are key to a successful homebuyer program. The presenters will offer guidance on how to create long-term partnerships with developers, lenders, title companies and Realtors. The benefits of working with housing counseling agencies will be discussed as part

of a review of common topics included in a pre-purchase educational curriculum. Learn what factors to consider for program implementation, including determining the maximum subsidy, owner contributions, property values, how to plan for continued affordability, and how to adjust programs based on changes in the housing market. The webinar will discuss important program considerations related to subsidies. Presenters will offer key policy considerations about who to assist with how much subsidy.

**[Income Certification for SHIP Applicants Part 1:](#)** October 15, 2019 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/5946182373160344321>

This is the beginning of a two-part webinar series that provides an overview of the income qualification process for SHIP applicants. It is designed for those who conduct intake and process applications for SHIP assistance and the people who supervise them. The first session covers the process of proper advertising based on the SHIP rule and statute and your LHAP, establishing a waiting list, the application intake process, setting priorities based on your LHAP, and determining household members to establish household size. Presenters will offer a review of the income verification process including the definition of income, income inclusions and exclusions, types of income and how they are calculated, and proper file documentation of income verification.

**[Income Certification for SHIP Applicants Part 2:](#)** October 22, 2019 at 10:00 am

**Registration:** <https://register.gotowebinar.com/register/764239047033489153>

The final part of this two-part webinar series will focus on asset verification and calculation. It will address how assets are calculated depending on the type of asset received and how to properly document the file. Presenters will review the income certification form for both homeownership and rental, the case approval process, and file management and program compliance. In addition, the training will address critical eligibility activities, including asset calculation and asset exclusions. Participants will learn how to compute anticipated annual household income and complete the certification form for both owners and renters and award letter.

**[Roles and Responsibilities of the AHAC:](#)** November 4, 2019 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/3329610780867502593>

An Affordable Housing Advisory Committee (AHAC) report is required triennially from each SHIP local government that receives more than the minimum allocation of \$350,000. This webinar introduces housing incentives based on regulatory reform. It is designed to specifically assist staff who will soon begin AHAC work. Participants will learn about the statutory requirements and deadlines entailed in assembling a committee and helping them to write a report to be presented to city or county commissioners. The presenters will provide guidance on specific incentive strategies that must be considered and will offer other best practices to encourage policy discussions.

**[LHAP Strategy Design and Amendments:](#)** November 21, 2019 at 10:00 am

**Registration:** <https://register.gotowebinar.com/register/2505637866523757313>

This webinar provides guidance on writing new strategies and submitting amendments to a current LHAP. This includes the considerations of what should be included when updating or changing the LHAP. Learn how to write a SHIP strategy that is clear, concise and complies with all of the program 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.

**New Construction Strategies and Partnerships**: December 11, 2019 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/6326497947650077185>

This webinar is designed to guide SHIP administrators as they explore opportunities for local governments to develop single family homes while working with developers and sponsors. Designing a strategy in your Local Housing Assistance Plan that meets the SHIP requirements is an important first step in this process. Learn how to solicit sponsors and developers, structure your program, develop effective agreements, and outline responsibilities to comply with SHIP program requirements. The presenters will examine sample construction strategies to highlight options for the terms of assistance and for selecting eligible buyers. SHIP administrators, nonprofit housing developers and contractors will find this webinar an essential first step in establishing or updating a single family development program.

**SHIP File Documentation Part 1**: January 8, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/205266027169988097>

A key element for SHIP program compliance requires that local governments retain proper file documentation when it comes to administrative responsibilities such as advertising, managing waiting lists, as well as maintaining proper documentation related to processing applications and providing assistance. This webinar will focus on the use of a checklist to assist in file compliance, along with documents required in the file by regulatory and statutory requirements. The presenters will discuss additional documentation requirements imposed by the local government in the LHAP and their written policies and procedures. There will be a review of what documents are not required and best practices for compliance with program file and record retention requirements.

**SHIP File Documentation Part 2**: January 22, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/8884844901694259201>

This second session of a two-part webinar series focuses on properly documenting SHIP tracking of program hard and soft cost, documenting expenditures, best practices for reconciliation of program expenditures with the finance department, documenting and tracking compliance with the SHIP program set aside requirements using the new SHIP tracking spreadsheet. The presenters will also review proper documentation for meeting program required deadlines and best practices for compliance with long term record retention requirements.

**Financing and Monitoring Rental Housing with SHIP**: February 3, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/7988926543498758657>

This webinar provides an introduction to the principles behind developing and financing affordable rental housing utilizing SHIP, including the challenges and opportunities of both new construction and rehabilitation. The presenters will provide an overview of tax credit deals from a SHIP perspective in order to help participants understand the local government role in funding and compliance. Key topics include income eligibility, calculating affordability, and the components of compliance monitoring.

**The Credit Underwriting Process for Affordable Housing:** February 10, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/4985261987042647041>

Underwriting takes place after a funding award has been approved. The invitation to credit underwriting is a vital first step to prepare for--long before applying for financing. It is a complex and critical part of financial agreements that will govern the short and long term of the development's feasibility. The presenters will help de-mystify the underwriting process and provide guidance that begins in the predevelopment phase and continues throughout the closing process. Participants will receive step by step instruction about third-party analyses and the documentation that will be required throughout the underwriting process. The training will include information from FHFC Credit Underwriting service providers and will address timeframes and sequencing. This training is provided for newly formed and experienced nonprofit housing developers and local government housing staff who are responsible for in-house underwriting of SHIP, HOME or other publicly available assistance.

**Creating a Paperless SHIP Program:** February 27, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/8053837311956085761>

Many local governments in Florida who receive SHIP funding are moving towards paperless files in which client files, verification and information are retained electronically. Florida Housing Finance Corporation supports paperless files but also requires compliance with State regulations regarding proper file documentation and retention. This webinar will feature information on the *Neighborly* software as an example of a paperless system. Presenters from SHIP offices currently using the software will describe the benefits of electronically tracking cases and documentation related to affordable housing programs. Presenters will address how to comply with State of Florida record retention laws for those who are planning on going paperless.

**Offering SHIP Housing Education and Counseling (Counseling Part 1):** March 9, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/3660425242363302145>

SHIP administrators may benefit from establishing many local partnerships, including housing counseling partners. In the first webinar of this two-part series, SHIP administrators will learn how to partner with HUD approved counseling agencies to provide education and one-on-one assistance to the SHIP eligible households who apply for SHIP purchase assistance. Equipping buyers with this knowledge helps to increase the possibility that buyers will have success with homeownership. This webinar provides an overview of available housing counseling resources, including an introduction to SHIP housing counseling funds. The following activities will be discussed: helping households find a home to buy, locating an affordable rental, and maintaining homes.

**Successfully Implementing Counseling Assistance (Counseling Part 2):** March 30, 2020 at 10:00 am

**Registration:**

<https://register.gotowebinar.com/register/1798526545538628609>

The second and final webinar in this series will address how HUD approved counseling agencies may provide your SHIP eligible applicants with post-purchase education, foreclosure prevention classes, and one-on-one counseling. The training will also feature the Homebuyer Education Module for those who purchase a home in a Community Land Trust. Research shows that this upfront counseling prepares buyers to have success with homeownership. The presenters will discuss the process of selecting and contracting with a counseling agency.

This training will also address the HUD Counseling Notice of Funding Availability (NOFA) and HUD's examination for certifying individual counselors.

**Determining if a CLT is Right for Your Community:** April 21, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/7070899205492034049>

Most local governments have a basic understanding of how community land trusts work and how they increase homeownership opportunities for lower income households while preserving long-term affordability. This webinar will answer the question: Is a CLT right for my community, and if so, where should we begin? The presenters will discuss the impact local housing market conditions have on designing a CLT program and how CLTs can be used as a tool to revitalize neighborhoods, build racially-integrated communities, and prevent displacement in gentrifying communities. The training will include factors to consider when starting a CLT or a ground lease program, options for implementing a CLT program and the best way to structure the program, a review of key legal documents including the model ground lease and its provisions, and an overview of the core best practices for successful CLTs.

**Pre- and Post-Disaster Recovery with SHIP:** May 4, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/5897436624655967746>

Florida's housing providers 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 recovery. A strong and resilient housing inventory is essential to protecting life and property. This webinar will be presented in coordination with staff from the Florida Division of Emergency Management (DEM), who will detail new construction and rehabilitation features that strengthen a home against damage from future 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. Key topics will include the Local Mitigation Strategy and financing sources as well as the role of *Voluntary Organizations Active in Disasters*. This webinar is for SHIP administrators and nonprofit housing providers whose mission is housing rehabilitation.

**Using SHIP to Address Homelessness:** May 5, 2020 at 2:00 pm

**Registration:** <https://attendee.gotowebinar.com/register/3263591704689722625>. In the effort to make homelessness rare, brief, and one time, all levels of government and local communities are encouraged to act on strategies that expand the supply of, and increase access to, rental housing subsidies and other affordable housing options. To support this effort, SHIP may provide up to a year of rent subsidies for very low-income applicants who are homeless. This webinar showcases SHIP jurisdictions that have aligned with the federal plan by implementing a rapid re-housing SHIP strategy in coordination with their Homeless Continuum of Care agencies and other community partners. Presenters will compare and contrast rent assistance programs for applicants who are homeless. In reviewing how to form successful homeless-related regional partnerships, this webinar will examine cross-system collaborations between SHIP offices and Homeless Continuums of Care that resulted in pooling SHIP funds, thus increasing housing resources within the homeless system. Participants will learn to identify support beyond the initial SHIP investment and address the logistics of layering several sources of subsidy to create the most positive impact for their community. This training is recommended for SHIP Administrators, local government staff working with SHIP, Homeless Continuum of Care lead agencies, and homeless service providers.

**Tracking SHIP Funds, Set-Aside Compliance and Deadlines:** May 19, 2020 at 10:00 am

**Registration:** <https://register.gotowebinar.com/register/7427556588287691010>

This training focuses on the upfront work needed to ensure that SHIP funds are expended in a manner that fully complies with SHIP rules. The presenters will discuss a timeline that will help you keep up with the expenditure and encumbrance deadlines. Participants will learn the details of complying with the income, homeownership, construction, special needs, and mobile home set-aside requirements. The presenter will offer guidance about tracking foreclosures and defaults. Learn how to properly implement the ongoing review and expedited permitting incentive strategies that provide data for the annual report. SHIP staff must track many things—this training details all that is involved with collecting the data needed to create annual reports.

**Affordable Housing Funding Sources Part 1:** June 2, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/6065410115543007746>

This training is designed for SHIP administrators, other local government housing staff, and nonprofit developers. It provides an overview of major funding sources to subsidize the development of affordable housing, beginning with SHIP, SAIL, CDBG, HOME, and LIHTC. Presenters will also provide an overview of Opportunity Zones, a new program created under the *Tax Cut and Jobs Act* passed by Congress in December 2017 that is expected to spur private investment in low-income census tracts designated as Opportunity Zones. Key topics will provide an overview of where these sources come from, how they are allocated, the allowable uses, the process to apply for them, and how to advocate for each program.

**Affordable Housing Funding Sources Part 2:** June 15, 2020 at 2:00 pm

**Registration:** <https://register.gotowebinar.com/register/4783488409207371522>

This training is the second part a two-part series and will provide an overview of HOPWA, ESG, CoC, and other funding sources including USDA, CDFI's, and the Federal Home Loan Bank. Participants will build on knowledge gained from Part 1 of this webinar series and consider how these funds could be leveraged in different scenarios to make an affordable housing deal feasible. Presenters will also provide examples of local funding sources and local initiatives tools that can also address the limited supply of affordable housing including inclusionary housing, surplus lands, and impact fee modifications. This two-part series is a must for those new to the world of affordable housing.