# Urgent Repair Program (URP)

Project Management Report (PMR) Training Guide

October 16, 2024

1





### Table of Contents

(click on titles to jump to section)

- PMR Background and Basic Information
- <u>Completing Initial PMR</u>
- <u>Completing Subsequent PMRs</u>
- <u>Requesting Disbursements</u>
- Completing Final Report





# What is the PMR?

- A project management tool
  - Helps you track your project
  - Helps you track your hard, soft and admin costs
  - Check and balance for promissory note
    - Page 2 of Report, "Total URP \$ HC + SC" should match the amount on the promissory note
    - If column doesn't match, you'll need to complete a modification (increase) or estoppel (decrease)
- A cumulative report
- Also used for requesting second disbursement and admin funds.





### What is the PMR not?

- It's **not** a financial tool
  - The PMR should not be used for book keeping and will not always match up to your financial records during the project
  - The PMR must match your records and NCHFA records at the end of the project
- It's **not** a report that you start over each quarter
  - The PMR is cumulative, so you should add to your previous report • If you make changes, use the revision column so we know!
- It's **not** a wait list
  - Only put homeowners on the list that you are currently serving or have served





### When is it due?

• Due the last day of the month following the end of the federal calendar quarter

Due Date	Report Type	
January 31	Initial Report	Jul
April 30	Subsequent Report	Jar
July 31	Subsequent Report	Ар
October 31	Subsequent Report	Jul
February 14	Final Report	Oc



### Period Covering

y 1 – December 31

nuary 1 – March 30

ril 1 – June 30

y 1 – September 30

tober 1 – December 31



# Getting Started

- Download the PMR
  - URP Forms & Resources (<u>https://www.nchfa.com/home-ownership-</u>) partners/community-partners/community-programs/urgent-repair-program/formsand-resources)
  - Located under "URP Forms"
  - Choose between 25 and 50
    - Base this on your targeted number of units
    - Remember, the report is cumulative so you want to choose the report that will match the number of units you plan to complete
- Always download the report from the website when getting started. Don't reuse old reports!





### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT

		11000							
Recipient organizat	ion:	Rebu	ilding P	oe Cour	nty	Date of Repo	rt: Ja	nuary 31, 2024	ŧ
Reporting period:	Fr	om: July 1, 2023	3	to: Dece	ember 31, 2023	Funding Agre	ement No:	URP2355	5
Report prepared by	:		Mark T	wain		Phone number	n S	919-123-4567	
URP Repair Allocat	on (	per Funding Agreemer		\$120,0	00	Participant Ta	x ID #	56-1234567	
URP Admin Allocati	on (j	per Funding Agreemer		\$12,0	00	Total URP Av	varc	\$132,000	
Total matching fund	s (ha	rd costs only) per app	roved App	plication:	\$17,000	Case Manage	r:	Sarah Zinn	
Completion Date (p	er Fu	unding Agreement):	De	ecember	31,2024	Number of u	units targ	eted: 12	
A. Repair Acc	ou	int Balances							
1. Beginning	Bal	lance:							
a. Sum of U	RP	Repair funds received (	from NCHF	A prior to i	reporting period.			\$60,000	
b. Sum of P	oar	am Income received pri	ior to repo	, ortina perio(				າ \$0	1
c. Sum of d	sbu	rsements by Recipient	prior to re	porting per	iod		(-	j <mark>\$0</mark>	: I
d, Total UR	P Pr	oject beginning balanc	c (a. phis i	b. minus c.)			····· (=	) <b>\$60,000</b>	1
2. Beceipts	inc	e Last Report:							•
a. Program	Rep	air funds received from		;ince last rer	oort			\$0	
b. Interest o	arne	d on Program fund der	oosits duri	ing this repo	orting period			\$0	
c. Total rec	eipte	s since last report /a. /					····· (=	ງ \$0	1
3. Recipient	Dis	bursements Since	Last Rei	port:			`	·	•
a. UBP-elio	ible	hard costs		·				\$29,000	
b. Program	Supi	port					í•	1 \$2,450	: I
c. Total rep	air d	lisbursements since las	t report /a	, plus b.) .			····· (=	1 \$31,450	: I
T. Not Densi			d h	. d.				****	:
4. net nepa						(a. phis 2.c. min	ws Xici, (=	J <mark>_\$28,990</mark>	•
B. Admin Acc	ou	nt Balances							.
1. Sum of U	RP /	Admin funds received f	rom NCHF	'A prior to r	eporting period .				
2. URP Adr	nin f	unds requested for this	report						
3. Total of I	JRP	Admin funds requeste	d to date f	for project .				<mark>\$0</mark>	
C. Key Indica	tor	s and Progress	: To <b>v</b> ar	d Goals	:				$\neg$
<ol> <li>Months rem:</li> </ol>	ining	to 4	Percent of	f targeted u	nits	7. Percent of	complete	d 🗔	1
completion o	ate .	12	completed	d		units 30 -	50% AMI .	50%	
2. Percent of p	oiec	a <u>5</u> .	Average o	ompletions	/month	8. Percent of	complete	a	il
time used		32%	needed to	finish on ti	me	units belo	w 30% AN	1 <mark>50%</mark>	
3. Percent of U	RP		Percent of	f matchina f	unds				·
funding spen	ŧ	24%	invested t	o date					
	Cer	tification:				Report Ty	)e		$\neg$
I Certify that the	info	rmation contained in th	nis	Quarte	rly Report			<b>x</b>	
Report is compl	ete a	ind accurate.		Repair	Disbursement Ro				1
				Admin	Dichurcomont Do				i l
						quest			ίl
				i Final R	eport <sup>-</sup>		•••••		1
Auth	orizo	ed Signature/Date		YFloars ch	o ch thir ban and att	och the Certifice	tion of Con	splation and Final	<u>′  </u>
(Chief	Adm	ninistrative Official)		Cart Kiyari		wr778jacet.j			
			RC-80000						<u></u>
Dale Da	-	Dia Dia	harararal Rea	ire and Approve	d T - 81-	U	Dale Unite		
Krariard Da		Krossereded by/Dal	•	4	1 1	Latered by	Lairred		$\neg$
		1	1+	Page L	of S	1	2011	100 M 11.21.121	
							1511		

- Page 1
  - General project information • Financial information • Key indicators (based on pages 2 and 3 of

  - PMR)
  - Certification/signature
  - Report type
    - Used to indicate if you're requesting funds

### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Recipient organization:	Rel	ouilding Poe (	County	Date of Report:	Jan	uary 31, 2024	
Reporting period: Fr	om: July 1, 2023	to:	Decemb	oer 31, 2023	Funding Agreemen	t No:	URP2355 📥
Report prepared by:		Mark Twair	1		Phone number:	9	19-123-4567
URP Repair Allocation (per	Funding Agreement):		\$120,000		Participant Tax ID #	ŧ	56-1234567
URP Admin Allocation (per	r Funding Agreement):		\$12,000		Total URP Award		\$132,000 🔺
Total matching funds (hard	costs only) per approv	ed Application:		\$17,000	Case Manager:		Sarah Zinn 🔵
Completion Date (per Fund	ing Agreement):	Dece	mber 31, 2	2024 📐	Number of units t	argeted	l: 12

- = from your Funding Agreement
  - = from your approved Application

= from your approved Post Approval Documentation (PAD)

### Reminders

- Make sure the Reporting Periods are correct with no extraneous spaces or characters
- Completion date should be 12/31/\_\_\_ (comes from your FA)
- Make sure all dates are filled out. This will affect how the next sections are populated



# us spaces or

### n your FA) low the next sections are

### A. Repair Account Balances

### 1. Beginning Balance:

		a.	Sum of URP Repair funds received from NCHFA prior to reporting period.	\$60,000
		b.	Sum of Program Income received prior to reporting period	\$0
		c.	Sum of disbursements by Recipient prior to reporting period	\$0
		đ.	Total URP Project beginning balance (a. plus b. minus c.)	\$60,000
	2.	Re	ceipts Since Last Report:	
		a.	Program Repair funds received from NCHFA since last report	\$0
		b.	Interest earned on Program fund deposits during this reporting period	\$0
		c.	Total receipts since last report (a. plus b.)	\$0
:	3.	Re	cipient Disbursements Since Last Report:	
		a.	URP-eligible hard costs	\$29,000
		b.	Program Support	\$2,450
		c.	Total repair disbursements since last report (a. plus b.)	\$31,450
	4.	Ne	t Repair balance of URP funds on hand:	\$28,550
<b>B</b> .	Ad	mi	n Account Balances	
	1.		Sum of URP Admin funds received from NCHFA prior to reporting period	
	2.		URP Admin funds requested for this report.	
:	3.		Total of URP Admin funds requested to date for project	\$0

### C. Key Indicators and Progress Toward Goals

1.	Months remaining to 12	4.	Percent of targeted units 0%	7.	Percent of completed units 30 - 50% AMI
2.	Percent of project time used 32%	5.	Average completions/month needed to finish on time	8.	Percent of completed units below 30% AMI
3.	Percent of URP funding spent	б.	Percent of matching funds invested to date		



These will be \$0 since it's the first report

This section auto totals from page 2

This section must be completed by you. Most likely will be \$0 (see next slide)



50%

50%

This section is totaled from pages 2 and 3. If any numbers show up as "###" go up to top and make sure dates are correct

### Admin

- Admin can only be requested when a unit is complete
- The report will not allow you to enter admin on page 2 until a completion date is also entered
- Can request admin at any time
- For initial report, will most likely not have received admin prior to this report, but might be requesting admin if you've completed units





	Ce	rtification:		Report Type								
I Certify	that the inform	ation contained in this Report	t Quarte	rly Report								
is compl	ete and accurat	te.	Repair	Disbursement Requ	est							
			Admin	Disbursement Requ	1est							
			Final R	eport*								
	Authorize	ed Signature/Date	*(Please che	eck this box and attach	the Certification	of Completie						
	(Chief Adm	inistrative Official)	Report when	n you close your Proje	ct.)							
		For NC H	ousing Finance A	gency Use Only								
Date	Date	Disburseme	nt Review and Appr	roval	Units	Date Unit:						
Received	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered						
			s	/ /								
			Page 1	of 3		re						

Required signature by CAO (who signed application)



vised 1/24/24

For initial and subsequent reports, check this box

2<sup>nd</sup> disbursement can be requested any time after 90% of 1<sup>st</sup> disbursement has been spent

Check this box if you having completed a unit & are requesting admin

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM														
	PROJECT MANAGEMENT REPORT													
ate	of Rep	ort: Ja	nuary 31, 2024	Recipient:				Re	building P	oe Coun	ty			
). Fi	nancia	l Status Rep	ort on all units a	ssisted to date: c	ogres	s								
	8	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	URP	Other	hard costs	URP	Total	
IB	Unit	middle initial	of	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URP \$	URP \$
	3	of homeowner	homeowner	completed unit	unit	unit		unit	Costs	Amount	Source	Costs	HC + SC	Admin
	L	James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	\$10,000			\$1,000	\$11,000	
1	2	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	\$7,500			\$950	\$8,450	
	3	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27654	1,200	\$11,500			\$500	\$12,000	
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2	)	I	m i i i											
		a	Totals on units of	ompleted or in-pro	gress during	inis quarter.		3,150	\$29,000			\$2,450	\$31,450	
		b	Totals on units of	ompleted prior to	reporting period	0 <b>d</b>								
		С	Cumulative totals	s to date $(a + b)$ .				3,150	\$29,000			\$2,450	\$31,450	

page2of3



- Page 2
  - Homeowner name and address
  - Unit square footage
  - Hard, soft, matching costs and admin
  - Completion dates
  - Bottom numbers show you progress to date and for the current quarter
    - Note that these bottom numbers will change on subsequent reports
  - Page 2 will most likely be blank for initial report that is okay!
  - Remember, "Total URP \$ HC + SC" should match your Promissory Note for each unit

U		8	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	UR
N.S.	DU	Unit	middle initial	of	of	of completed	of completed	code	size of	Har
å		Core Core	of homeowner	homeowner	completed unit	unit	unit		unit	Cos
	1		James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	\$10,0
	2		Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	\$7,50
	3		Ray	Bradbury	451 Fahrenheit Blvd	Poe	27654	1,200	\$11,5	
	4									
h e (l	Thia ave ante ast	s mus date r admi colum	t to in n)	Hom c	eowner informatio omes from their application	on			На	ard cos



# Hard vs. Soft vs. Admin Costs

### Hard Costs

- Construction costs/construction contract
- If self-performing, this is the • labor and materials amount.
  - There should still be a construction contract even if you're self-performing
- Only includes URP hard • costs, not any matching funds

### **Soft Costs**

- Program support that is directly • tied to a unit
  - Inspections
  - Work write-ups
  - Bidding process •
  - Processing invoice for that unit



### **Admin Costs**

- Overhead costs to run a program that are <u>not</u> directly tied to a unit
  - Reports
  - Intake and advertising
  - Work completed for the PAD
  - Mileage
  - Salary for support staff

### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT

Date	ofRep	ort: January 31, 2024	Re	cipi	ient:		Rebu	ilding	Poe	Coun	ity					
E.	Benefi	ciary Report on all units as	ssisted to	date	e: co	mp	leted a	and u	nits i	n pro	gress	;				
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Inc cate < 30	ome egory ) <50	Size of HH	Elderly (62 +)	Specia Hdop/ Dsbl	al need Large (+5)	s categ Lead EBL	jory" Single paren	Vet- Ieran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accembility Medification
1		Patterson, J.	\$25,000		Х	2	Х						Black/African American (12)		Roof	
2		Hoffman, A.	\$15,000	Х		1	Х	Х					White (11)		Ramp, shower modifications	Х
3		Bradbury, R.	\$9,800	Х				Х				Х	Black/African American (12)		Floors, HVAC	
4																
5				<u> </u>	$\left  \right $											
6				-	$\left  \right $						<u> </u>					
				┝	$\left  \right $					<u> </u>	<u> </u>					<b> </b>
- 0				⊢	$\left  \right $											
10				┢	$\left  \right $			<u> </u>								
11				⊢	$\left  \right $											
12				┢	$\square$											
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14																
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16																
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19				-	$\left  \right $						<u> </u>					
20				⊢	$\left  \right $						<u> </u>					$\vdash$
21				⊢	$\left  \right $						<u> </u>					<b> </b>
23				⊢	$\left  \right $						<u> </u>					
24				┢	$\left  \right $											<b> </b> −−−
25				⊢	$\square$											
a. Tot	als on un	its completed or in-progrees this gu	\$49,800	2	1	3	2	2				1				
b. Tot	als on un	its completed prior to reporting peri	i													
c. Cur	nulative t	otals to date (a + b)	\$49,800	2	1	3	2	2				1				
•Speci	al needs:	level; and, Sngl par = Single parent with a depe	endant child; \	veter	ran= A	per	son who	o serve	d in the	e active	militar	y, nav	val, or air service, and who was discharge	d or re	leased therfrom under conditions other than	

• Page 3

- Demographics
- Special needs category
- 50% AMI split
- Description of repairs

page 3 cF 3



- Where you keep up with your 30% and



### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Date	of Repo	ort: January 31, 202	4 Re	cipi	ent:	Rebu	iilding	Poe	Count	y								
E.	Benefic	ciary Report on all units a	assisted to	date	: comj	pleted	and w	nits i	n prog	ress								
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Inco cate < 30	ome Siz gory of <50 HH	e Elderl <u>y</u> (62 •)	Specia Hdcp/ Dsbl	al need: Large (+5)	s catego Lead EBL	ory" Single parent	Vet- eran	Household racial composition	Hispanic		Breif description of a modifications perfo on completed uni	repairs/ rmed its		Accombility Medification
1		Patterson, J.	\$25,000		X 2	Х						Black/African American (12)			Roof			
2		Hoffman, A.	\$15,000	Х	1	Х	Х					White (11)		H	Ramp, shower modifie	ations		Х
3		Bradbury, R.	\$9,800	Х			Х				Х	Black/African American (12)			Floors, HVAC			
4																		
						L												
vision umn - n futu ts if yo nake anges	- re ou	Pulls over from page 2. Must have URP hard costs for name to pull over	Incom applie The ca is bas incom in y Assis Pc	ne f cati ateg sed e c you star	rom on. gory on hart r nce		H r o f t le	Hous nust need ill in that a eave bla	eholo mee pecia . Only those apply other ank	d t al y e , rs		From application			Keep description brief		Plac here inclu acce modi	ce if v ide ssi ifici

Χ" vork lan oility ation

1							-				-			
Ho		00		Annual	Inc	ome	Size		Specia	al needs	s dateg	lory <b>.</b>		
visi)		Ne for	nomeowner's last name	househol	d cat	egori	of	Elderly	Hdcp/	Large	Lead	Single	Vet-	Household ra
2		S	and first fintial	income	<30	)<50	НН	(62+)	Dsbl	(+5)	EBL	paren	eran	compositio
	зj			1			•							
a. To	otal:	sonun	its completed or in-progrees this qu	\$49,800	2	1	3	2	2				1	
b. To	otal:	s on un	its completed prior to reporting peri											
c. C	umu	ulative t	otals to date (a + b)	\$49,800	2	1	3	2	2				1	
•^	-:-1		Lough and			/				anaioak	.h.a.cu			

Row C on page 3 is directly tied to Key Indicators #7 and 8 on page 1.

Remember – 50% of you targeted units have to be below 30% AMI. If you do more than the targeted # of units, you can do more 50% units.





- Before submitting initial report:
  - Look over the report and make sure all appropriate cells are entered
  - Make sure all dates are correct
  - Make sure CAO signs the report
- Email to Mark Lindquist at <u>mwlindquist@nchfa.com</u> and copy your case manager by due date





- All subsequent reports should add on to the previous report
- Do not move homeowners around.
  - NCHFA staff manually enter homeowners into our system and moving them around makes this more difficult to keep track
- Completion dates on page 2 of the report will affect how amounts are grouped for "Totals on units completed or in-progress this quarter" and "Totals on units completed prior to reporting period" at bottom of page 2





### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Recipient organization:	Rebuilding F	<sup>o</sup> oe Cou	nty	Date of Repor	t: April 15, 2024
Reporting period: From	2 January 1, 2024	to: M	arch 31, 2024 💦	Funding Agree	ement No: URP2355
Report prepared by:	Mark	Twain		Phone number:	919-123-4567
URP Repair Allocation (pe	r Funding Agreemer	\$120,0	00	Participant Ta:	x ID # 56-1234567
URP Admin Allocation (pe	r Funding Agreemer	\$12,0	00	Total URP Aw	arc \$132,000
Total matching funds (hard	costs only) per approved Ap	plication:	\$17,000	Case Manager	: Sarah Zinn
Completion Date (per Fund	ding Agreement): D	ecember	31, 2024	Number of u	nits targeted: 12
A. Repair Accoun	t Balances				
1. Beginning Balar	ace:				
a. Sum of URP Re	pair funds received from NCH	FA prior to	reporting period.		
b. Sum of Program	Income received prior to rep	orting perio	d		(+) \$0
<ul> <li>C. Sum of disburse</li> <li>Total LIDD Proj.</li> </ul>	ements by Recipient prior to re act basing balance. (S. páus	eporting per	iod		(-) \$8,400
	eet beginning balance <i>fat pres</i>	er minas cij			······ (=) <mark>\$01,000</mark>
2. Receipts Since	Last Report:				40
a. Program Repair	funds received from NCHFA	since last rej	port		<u>\$U</u>
<ul> <li>D. Interest carned (</li> <li>Total receipts si</li> </ul>	on Program runa aeposits au ince last report <i>(a. plus b.)</i>	ing this repo	ording period		
					····· (=) <u>*0</u>
3. Recipient Disbu	irsements bince Last Ke	port:			#41200
a. OKP-eligible ha b. Brogrom Suppo	ra costs	•••••			(a) \$91,300 \$3,430
<ul> <li>Total repair disl</li> </ul>	bursements since last report /	(a. plus b.) .			(=) \$44,730
					(-)
4. Net Repair Dala	nce of UKP funds on hi	and:		d. plus 2.c. mini	vs.S.c., (=) <mark>\$6,820</mark>
B. Admin Account	Balances				
1. Sum of URP Ad	min funds received from NCH	FA prior to i	reporting period .		<mark>\$0</mark>
2. URP Admin fun	ds requested for this report				\$1,845
3. Total of URP A	dmin funds requested to date	for project .			<mark>\$1,845</mark>
C. Key Indicators	and Progress Towa	rd Goals	:		
B. Massian states				P. D	
completion date	o 9 '4. Percentio 	or targetea u :d	25%	units 30 - 5	completed 40%
P. Descent of marinet				R Durant of	
time used	43% 5. Average	completions o finish on ti	me 0.98	units belov	v 30% AMI 60%
Parcent of LIDP	The Parcent of	of motching f	unde 📃		
funding spent	40% invested	to date	53%		
	<u> </u>	1		D	-
Certi	rication:		de Deserve	Report I yp	•
I Certify that the inform Deport is complete and	ation contained in this	Guarte	riy Report		······································
Report is complete and	accurate.	Repair	Disbursement Re	quest	······ <mark></mark>
		Admin	Disbursement Re	quest	····· 🔽
		_ Final F	leport"		
Authorized	Signature/Date	Ploar ch	nek this have and atte	och the Certifical	tion of Completion and Final
(Chief Admin	istrative Official)	Garthagar	tudan you chara you	v Frajoct.)	
Dale Dale	Disharararal Re	airs and Approx.	1	U.; .	Dale Unite
President Des					
	Researceded by/Dale	Asses	To Pinzane an	Entreeding	Ealered

- Page 1
  - Change dates

  - and 3 of PMR)
  - Certification/signature
  - Report type

• Update account balances for repair and admin • Key indicators will change (based on pages 2

• In addition to Quarterly Report: • Request admin disbursement · Request repair disbursement

### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Recipient organization:	Rel	ouilding Poo	Date of Report:	2024 🔺			
Reporting period: Fr	om: January 1, 20	24 🔺 t	Funding Agreement No	o: UF	P2355		
Report prepared by:		Mark Tw	ain	Phone number:	Phone number: 919-123-4567		
URP Repair Allocation (per	Funding Agreement):		\$120,000		Participant Tax ID #	56-12	34567
URP Admin Allocation (per	Funding Agreement):		\$12,000		Total URP Award	\$132,0	000
Total matching funds (hard	costs only) per approv	ed Application	n:	\$17,000	Case Manager:	Zinn	
Completion Date (per Fund	ing Agreement):	De	cember 31, 2	2024	Number of units targ	12	



A. ]	Re	pair Account Balances	
1	l.	Beginning Balance:	
		a. Sum of URP Repair funds received from NCHFA prior to reporting period	0,000
		o. Sum of Program Income received prior to reporting period	\$0
		2. Sum of disbursements by Recipient prior to reporting period	<mark>8,450</mark>
_		1. Total URP Project beginning balance (a. plus b. minus c.)	1,550
2	2.	Receipts Since Last Report:	
		a. Program Repair funds received from NCHFA since last report	\$0
		o. Interest earned on Program fund deposits during this reporting period	\$0
_		Total receipts since last report (a. plus b.)	<u>\$0</u>
3	3.	Recipient Disbursements Since Last Report:	
		a. URP-eligible hard costs	<mark>1,300</mark>
		o. Program Support	<mark>3,430</mark>
		Total repair disbursements since last report (a. plus b.)	<mark>4,730</mark>
4	ι.	Net Repair balance of URP funds on hand:	6.820
в. /	Ad	nin Account Balances	
1		Sum of URP Admin funds received from NCHFA prior to reporting period	\$0
5	,	IIPD Admin funds requested for this report	1 8/15
	•		1,045
3	5.	Total of URP Admin funds requested to date for project	1,845
<b>C.</b> I	Ke	Indicators and Progress Toward Goals	
1		Vionths remaining to       9       4. Percent of targeted units       25%       7. Percent of completed         completion date       9       completed       25%       7. Percent of completed	40%
2	2.	Percent of project ime used	<mark>60%</mark>
3	}_	Percent of URP Unding spent	
		23	

- A. 1. a. will change when you get 2<sup>nd</sup> disbursement
- A. 1. b. will only change if using interest bearing account
- A. 2. a. will change if you got 2<sup>nd</sup> disbursement during report quarter
- A. 2. b will be interest for report quarter

### This section auto totals from page 2

- B. 1. is admin funds received prior to reporting period
- B. 2. is admin funds requesting this reporting period.



This section is totaled from pages 2 and 3. If any numbers show up as "###" go up to top and make sure dates are correct

### C. Key Indicators and Progress Toward Goals

1. Months remaining to Percent of targeted units 7. Percent of completed 25% 9 completion date . units 30 - 50% AMI completed . . . . . . . 2. Percent of project Average completions/month Percent of completed 49% 0.98 needed to finish on time . units below 30% AMI time used . . . . . . . . 3. Percent of URP 6. Percent of matching funds 40% 53% invested to date . funding spent Certification: Report Type Quarterly Report I Certify that the information contained in this Report is complete and accurate. Repair Disbursement Request Admin Disbursement Request Final Report\* ..... \*(Please check this box and attach the Certification of Completion and Final Cost Authorized Signature/Date Report when you close your Project.) (Chief Administrative Official)

	1		•			· · · · · · · · · · · · · · · · · · ·	
		For NC Hous	ing Finance Agenc	y Use Only			
Date	Date	Disbursement	Review and Appro	oval	Units	Date Units	Γ
Received	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered	
			\$	1 1			
			Page 1 d	of 3		revi	se

Signed by CAO (who signed application)





revised 1/24/24

### Report Type

- Quarterly Report stays until Final • Report
- **Repair Disbursement** 
  - Only mark with X when 90% of 1<sup>st</sup> disbursement is spent/completed
- Admin Disbursement •
  - Can be used any time units are complete
  - Does not have to be sent in time with quarterly reports
- Final Report only used for Final • Report

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Dat	te o	f Repo	ort: A	pril 15, 2024	Recipient:				Re	building P	oe Cour	ıty			
D.	Fin	ancial	l Status Rej	ort on all units a	issisted to date: c	ompleted an	d units in pr	ogres	s						
sion	5	nit etion te	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	URP	Other hard costs		URP	Total	
is l	ā	Da ba	middle initial	ot	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URPS	URPS
<u>~</u>	-	0	of homeowne	r homeowner	completed unit	unit	unit		unit	Costs	Amount	Source	Costs	HC + SC	Admin
	1		James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	\$10,000			\$1,000	\$11,000	60.45
	2	12/28/23	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	900	\$7,500			\$950	\$8,450	\$845
	5	2/10/24	Кау	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27658	1,200	\$11,500	60.000		2000	\$12,000	\$1,000
	4	5/1/24	1 om	Morrison	100 Bluest Eye Way	Poeville	Poe	27654	1,150		\$9,000	Local			
	<u> </u>		Jane	Austen	700 Darcy Dr.	Usher	Poe	27658	1,050	\$9,300			\$930	\$10,230	
	6		Agatha	Christie	512 Mystery St	Poeville	Poe	27654	950	\$10,500			\$1,000	\$11,500	
	7														
	8														
	9														
	10														
	11														
	12														
	13														
	14														
	15														
	16														
	17														
	18														
	19														
	20														
	21														
	22														
	23														
	24														
25															
			2	Totals on units of	completed or in-pro	gress during	this quarter.		5,350	\$41,300	\$9,000		\$3,430	\$44,730	\$1,000
			t	Totals on units of	completed prior to	reporting perio	od		950	\$7,500			\$950	\$8,450	\$845
			(	Cumulative total	s to date $(a + b)$ .				6,300	\$48,800	\$9,000		\$4,380	\$53,180	\$1,845

- Page 2
  - Will continue to add units
  - Remember, report is cumulative, add to existing report!
  - Changes to bottom financials may confuse your finance staff
  - Revision Column (far left) is used to tell NCHFA if you have made a change since your last report

page2of3



Initial Report:

3	a Totals on units completed or in-pr	ogress during thi	is quarter	 3,150	\$29,000		\$2,450	\$31,450	
ł	o Totals on units completed prior to	reporting period							
C	c Cumulative totals to date (a + b).			 3,150	\$29,000		\$2,450	\$31,450	

Subsequent Report:

	a	Totals on units completed or in-progress du	uring th	nis quarter	 5,350	\$41,300	\$9,000	\$3,430	\$44,730	\$1,000
	b	Totals on units completed prior to reporting	, period	1	 950	\$7,500		\$950	\$8,450	\$845
	С	Cumulative totals to date (a + b)			 6,300	\$48,800	\$9,000	\$4,380	\$53,180	\$1,845
_										

~ ~~

Note: The cumulative total dollars from (a) on the initial report (\$29,000) will not automatically go to (b) on the subsequent report. The amounts listed for (b) are based on completion dates on page 2.



NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Da	te o	fRep	ort: April 15, 2024	Re	cipi	ient	:	Rebu	ilding	Poe	Coun	ty					
	E. Beneficiary Report on all units assisted to date: completed and units in progress																
Kevision		Unit Completion Date	Homeowner's last name and first initial	Annual household income	Inc cate < 30	ome egory <50	Size of HH	Elderly (62 +)	Specia Hdcp/ Dsbl	al need: Large (+5)	s categ Lead EBL	ory" Single pareni	Vet- Ieran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Acceletity Medifications
	1		Patterson, J.	\$25,000		Х	2	Х						Black/African American (12)		Roof	
	2	12/28/23	Hoffman, A.	\$15,000	Х		1	Х	Х					White (11)		Ramp, shower modifications	Х
	3	2/10/24	Bradbury, R.	\$9,800	Х				Х				Х	Black/African American (12)		Floors, HVAC	
	4	3/1/24															
	5		Austen, J.	\$11,000	Х		1	Х						Black/African American (12)		Roof	
	6		Christie, A.	\$19,000		Х	1	Х	Х					White (11)		Porch, ramp, bathroom	Х
	7																
	8																
	9																
	10																
	11																
	12																
	13																
	14																
	15																
	16																
	17																
	18				_												
	19																
_	20				<u> </u>												
_	21																
_	22																
_	23																
_	24				-												
	25																
a. '	[otal	s on uni	its completed or in-progrees this qu	\$64,800	2	2	4	3	2				1				
b. '	[otal	s on uni	its completed prior to reporting peri	\$15,000	1		1	1	1								
c. (	Cumi	ulative to	otals to date (a + b).	579,800	3	2	5	4	3	anaioa	ppcac		1		emper	5, EDE - Hoaschola inch onna inch an cic racca bioo	
•Sp	pecial needs: level; and, Sngl par = Single parent with a dependant child; Veteran=A person who served in the active military, naval, or air service, and who was discharged or released therfrom under conditions other than																

- Page 3

page 3 of 3



• Continue to fill in demographic data and repairs for each unit added • Note Line 4 is blank – no URP funds were used, only matching funds, so does not carry over to page 3. Must have at least \$1 of URP funds to carry over to page 3

- Before submitting initial report:
  - Look over the report and make sure all appropriate cells are entered
  - Make sure all dates are correct and you have the correct quarter
  - Make sure CAO signs the report
- Email to Mark Lindquist at <u>mwlindquist@nchfa.com</u> and copy your case manager by due date





# **Requesting Additional Funds**

- Admin Funds
  - Only available once a unit is complete per the PMR
  - Can be requested at any time
- Second Repair Disbursement
  - Can be requested once 90% of 1<sup>st</sup> disbursement amount has been expended, based on PMR



# Requesting Additional Funds: Admin

B. Admin Account Balances						
<ol> <li>Sum of URP Admin funds received from NCHFA</li> </ol>	. prior to reporting period					
2. URP Admin funds requested for this report	\$4,845					
3. Total of URP Admin funds requested to date for p	roject					
C. Key Indicators and Progress Toward Goals						
<ol> <li>Months remaining to completion date 6</li> <li>Percent of completed</li> </ol>	targeted units 42% 7. Percent of completed 33%					
2. Percent of project 5. Average containe used	ompletions/month       1.14       8. Percent of completed       67%         finish on time       1.14       0.00 AMI       67%					
3. Percent of URP funding spent	matching funds date					
Certification:	Report Type					
I Certify that the information contained in this Report	Quarterly Report X					
is complete and accurate.	Repair Disbursement Request					
	Admin Disbursement Request					
	Final Report*					
Authorized Signature/Date	*(Please check this box and attach the Certification of Completion and Final Cost					
(Chief Administrative Official)	Report when you close your Project.)					



- B. 1. Admin funds received previously. If first request, it's \$0
- B. 2. Admin funds you are requesting.
- B. 3. Cannot be more than Page 2 Cumulative Total for URP \$ Admin Column (far right)

- Be sure to check the "Admin Disbursement" box to request admin funds
- Can be included with Quarterly Report or requested at any time once units are completed

# Requesting Additional Funds: 2<sup>nd</sup> Repair Disbursement

А.	Re	epair Account Balances	
	1.	Beginning Balance:	
		a. Sum of URP Repair funds received from NCHFA prior to reporting period.	\$60,000
		b. Sum of Program Income received prior to reporting period	<u>\$0</u>
		c. Sum of disbursements by Recipient prior to reporting period	\$11,000
	_	d. Total URP Project beginning balance (a. plus b. minus c.)	\$49,000
	2.	Receipts Since Last Report:	
		a. Program Repair funds received from NCHFA since last report	\$0
		b. Interest earned on Program fund deposits during this reporting period	\$0
	_	c. Total receipts since last report (a. plus b.)	<u>\$0</u>
	3.	Recipient Disbursements Since Last Report:	
		a. URP-eligible hard costs	\$49,750
		b. Program Support	\$4,450
		c. Total repair disbursements since last report (a. plus b.)	\$54,200
	4.	Net Repair balance of URP funds on hand:	-\$5,200
В.	Ad	dmin Account Balances	
	1.	Sum of URP Admin funds received from NCHFA prior to reporting period	\$4,845
	2.	URP Admin funds requested for this report.	\$1,000
	3.	Total of URP Admin funds requested to date for project	\$5,845



- You can request the 2<sup>nd</sup> repair disbursement when you've spent at least 90% of your first disbursement
- If you are using an interest bearing account, make sure you update #2. b. as that could change your calculation
- Based on this, 90% has been spent (\$54,200/\$60,000)
- Net repair balance takes into account Admin below
- This is filled out assuming you submitted the admin request from the previous slide. If you haven't done admin before, then follow previous slide for adding admin to Part B

### Requesting Additional Funds: 2<sup>nd</sup> Repair Disbursement

. Key Indicators and Progress Tow	ard Goals							
<ol> <li>Months remaining to completion date 6</li> </ol>	<ol> <li>Percent of completed</li> </ol>	targeted units 50% 7.	Percent of completed units 30 - 50% AMI					
2. Percent of project time used	<ol> <li>Average conneeded to f</li> </ol>	mpletions/month inish on time 0.98	Percent of completed units below 30% AMI 67%					
<ol> <li>Percent of URP funding spent</li></ol>	ъ. Percent of invested to	matching funds date 0%						
Certification: Report Type								
I Certify that the information contained in	this Report	Quarterly Report X						
is complete and accurate.		Repair Disbursement RequestX						
		Admin Disbursement Request						
		Final Report*						
Authorized Signature/Date		*(Please check this box and attach	the Certification of Completion and Final					
(Chief Administrative Official	n	Cost Report when you close your Pr	oject.)					



- 2<sup>nd</sup> Repair Disbursement can be requested at any time once 90% of the 1<sup>st</sup> disbursement has been spent
- Make sure to put an "X" in the Repair Disbursement Box indicating you are ready for the 2<sup>nd</sup> disbursement
- In this example, the partner is submitting a quarterly report, repair disbursement and admin. You can do a combination of all or one at a time

- All subsequent reports should add on to the previous report
- Only units completed should be on final report
  - If a unit was previously on report, but was not completed, then delete everything from that line and leave blank
  - Make sure to "X" revision column
- Do not move homeowners around.
  - NCHFA staff manually enter homeowners into our system and moving them around makes this more difficult to keep track
- The final report is due 45 days after the completion date (February 14, 202). Because of this, the report due January 31 does not have to be sent.
- With final report, submit your CCFC and human interest story.





- PROJECT MANAGEMENT REPORT January 31, 2025 Recipient organization: **Rebuilding Poe County** Date of Report: October 1, 2024 December 31, 2024 Funding Agreement No: Reporting period: From: URP2355 to: Mark Twain Report prepared by: Phone number: 919-123-4567 URP Repair Allocation (per Funding Agreement) \$120,000 Participant Tax ID # 56-1234567 URP Admin Allocation (per Funding Agreement) \$12,000 Total URP Award \$132,000 Total matching funds (hard costs only) per approved Application: Sarah Zinn \$17,000 Case Manager: December 31, 2024 Number of units targeted: 12 Completion Date (per Funding Agreement):
- Make sure to use the correct reporting period dates
  - 1 of PMR
- Update Date of Report



• These dates will control A. 2. and A. 3 on page

- Page 1 of the Final Report will be shown as 3 examples:
  - a. 1<sup>st</sup> and 2<sup>nd</sup> disbursement received prior to reporting period
  - b. 2nd disbursement received after last report submitted
  - c. Request for 2nd disbursement





### Completing the PMR: Final Report A - 1<sup>st</sup> and 2<sup>nd</sup> disbursement received prior to reporting period

### A. Repair Account Balances

1.	Be	eginning Balance:	
	a.	Sum of URP Repair funds received from NCHFA prior to reporting period.	\$120,000
	b.	Sum of Program Income received prior to reporting period	\$0
	c.	Sum of disbursements by Recipient prior to reporting period	\$109,700
	d.	Total URP Project beginning balance (a. plus b. minus c.)	\$10,300
2.	Re	eceipts Since Last Report:	
	a.	Program Repair funds received from NCHFA since last report	\$0
	b.	Interest earned on Program fund deposits during this reporting period	\$0
	c.	Total receipts since last report (a. plus b.)	\$0
3.	Re	ecipient Disbursements Since Last Report:	
	a.	URP-eligible hard costs	\$9,300
	b.	Program Support	\$1,000
	c.	Total repair disbursements since last report (a. plus b.)	\$10,300
4.	Ne	et Repair balance of URP funds on hand:	\$0
B. A	dmi	n Account Balances	
1.		Sum of URP Admin funds received from NCHFA prior to reporting period	\$4,845
2.		URP Admin funds requested for this report.	\$6,000
3.		Total of URP Admin funds requested to date for project	\$10,845

### C. Key Indicators and Progress Toward Goals

1.	Months remaining to 0	4.	Percent of targeted units 92%	7.	Percent of completed units 30 - 50% AMI
2.	Percent of project time used	5.	Average completions/month needed to finish on time	8.	Percent of completed units below 30% AMI
3.	Percent of URP funding spent	6.	Percent of matching funds 76%		36

- For A. 1. a. enter the amount of funds received prior to reporting period (10/31 12/31). In this example, 2<sup>nd</sup> disbursement was received prior to report period.
- Program Income is only if you have interest bearing account
- A. 2. a. will be blank since 2<sup>nd</sup> disbursement included in A. 1. a.
- This section auto totals from page 2
- Only calculates based on work completed during reporting period at top of page
- B. 1. is amount you've received prior to reporting period
- B. 2. is the amount you are requesting
- B. 3. cannot be more than total on page 2 'URP \$ Admin' column
- If C. 5. shows up as ### that's okay, it's because C. 1. is 0, which is giving the error.

### Completing the PMR: Final Report B - 2nd disbursement received after last report submitted

A. R	Repair Account Balances	
1.	. Beginning Balance:	
	a. Sum of URP Repair funds received from NCHFA prior to reporting period.	,000
	b. Sum of Program Income received prior to reporting period	\$0
	c. Sum of disbursements by Recipient prior to reporting period	<mark>,700</mark>
	d. Total URP Project beginning balance (a. plus b. minus c.)	<mark>,700</mark>
2.	. Receipts Since Last Report:	
	a. Program Repair funds received from NCHFA since last report	,000
_	b. Interest earned on Program fund deposits during this reporting period	\$0
	c. Total receipts since last report (a. plus b.)	<mark>,000</mark>
3.	. Recipient Disbursements Since Last Report:	
	a. URP-eligible hard costs	,300
	b. Program Support	,000
_	c. Total repair disbursements since last report (a. plus b.)	<mark>,300</mark>
4.	Net Repair balance of URP funds on hand:	\$0
B. A	dmin Account Balances	
1.	. Sum of URP Admin funds received from NCHFA prior to reporting period	.845
5	LIRP Admin funds requested for this report	000
		000
3.	• Total of URP Admin funds requested to date for project	,845
C. K	Key Indicators and Progress Toward Goals	
1.	. Months remaining to 0 4. Percent of targeted units 0 92% 7. Percent of completed units 30 - 50% AMI 4	<mark>5%</mark>
2.	. Percent of project time used	<mark>5%</mark>
3.	. Percent of URP funding spent	

- For A. 1. a. enter the amount of funds received prior to reporting period (10/31 – 12/31). In this example, 2<sup>nd</sup> disbursement was received after to report period.
- Program Income is only if you have interest bearing account
- A. 2. a. will be \$60,000 since 2<sup>nd</sup> disbursement was not included in A.
  1. a.
- This section auto totals from page 2
- Only calculates based on work completed during reporting period at top of page
- B. 1. is amount you've received prior to reporting period
- B. 2. is the amount you are requesting
- B. 3. cannot be more than total on page 2 'URP \$ Admin' column
- If C. 5. shows up as ### that's okay, it's because C. 1. is 0, which is giving the error.

# Completing the PMR: Final Report C - Request for 2nd disbursement

A. I	R	epair Account Balances												
1	1. Beginning Balance:													
		a. Sum of URP Repair funds received from NCHFA prior to reporting period.												
		b. Sum of Program Income received prior to reporting period												
		c. Sum of disbursements by Recipient prior to reporting period												
		d. Total URP Project beginning balance (a. plus b. minus c.)												
2	2.	Receipts Since Last Report:												
		a. Program Repair funds received from NCHFA since last report												
		b. Interest earned on Program fund deposits during this reporting period												
		c. Total receipts since last report (a. plus b.)												
3	3. Recipient Disbursements Since Last Report:													
		a. URP-eligible hard costs												
		b. Program Support												
		c. Total repair disbursements since last report (a. plus b.)												
4	4.	Net Repair balance of URP funds on hand:												
<b>B.</b> A	40	lmin Account Balances												
1	ι.	Sum of URP Admin funds received from NCHFA prior to reporting period												
5	,	LIRD Admin funds requested for this report \$6,000												
-														
3	3.	Total of URP Admin funds requested to date for project												
C. I	K	ey Indicators and Progress Toward Goals												
1	Ι.	Months remaining to 0 4. Percent of targeted units completed 92% 7. Percent of completed units 30 - 50% AMI 45%												
2	2.	Percent of project       100%       5. Average completions/month needed to finish on time												
3	3.	Percent of URP funding spent												

- For A. 1. a. enter the amount of funds received prior to reporting period (10/31 – 12/31). In this example, a 2<sup>nd</sup> disbursement has not be requested
- Program Income is only if you have interest bearing account
- A. 2. a. will be \$0 since 2<sup>nd</sup> disbursement was has not been requested at all
- This section auto totals from page 2
- Only calculates based on work completed during reporting period at top of page
- A. 4. shows -\$60,000 as that is what needs to be paid based on report
- B. 1. is amount you've received prior to reporting period
- B. 2. is the amount you are requesting
- B. 3. cannot be more than total on page 2 'URP \$ Admin' column
- If C. 5. shows up as ### that's okay, it's because C. 1. is 0, which is giving the error.





### Requesting Additional Funds: Final Report

	Cei	tification:		Report Type										
I Certify th	at the inform	mation contained in this	Quarte	Quarterly Report										
Report is c	complete and	d accurate.	Repair	Repair Disbursement Request										
			Admir	Admin Disbursement Request X										
			_ Final I	Final Report*										
	Authorize	ed Signature/Date	*(Please ci	*(Please check this box and attach the Certification of Completion and Final										
	(Chief Adm	inistrative Official)	Cost Repor	t when you close you										
		For NC Hou	sing Finance Agenc	y Use Only										
Date	Date	Disbursemer	nt Review and Appr	oval	Units	Date Units								
Received	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered								
			\$	/ /										
			Page 1	of 3		revi	sed 1/24/24	ţ						



- In this example, Admin Disbursement Request and Final Report are checked.
- Final Report must be checked for the final
- If you are requesting your 2<sup>nd</sup> repair disbursement, you would also check "Repair Disbursement"

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Date of Report:			rt: <mark>.</mark>	January 31, 2025	Recipient:	Rebuilding Poe County										
D.	). Financial Status Report on all units assisted to date: completed and units in progress															
U.		U	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	URP	Other	hard costs	URP	Total		
NISI	DO	Unit Date	middle initial	of	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URP \$	URP \$	
щ		G	of homeowne	er homeowner	completed unit	unit	unit		unit	Costs	Amount	Source	Costs	HC + SC	Admin	
	1	2/15/24	James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	\$10,000			\$1,000	\$11,000	\$1,000	
	2	4/30/24	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	\$7,500			\$950	\$8,450	\$845	
	3	5/25/24	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27652	1,200	\$11,500	\$1,000	Local	\$500	\$12,000	\$1,000	
	4	4/28/24	Will	Faulkner	415 Sound Lane	Poeville	Poe	27654	1,000	\$9,000			\$1,000	\$10,000	\$1,000	
	-5	5/1/24	Agatha	Christie	100 Mystery Drive	Usher	Poe	27652	1,300	\$10,750			\$1,000	\$11,750	\$1,000	
	6	6/7/24	Maya	Angelou	500 Poet Lane	Poeville	Poe	27654	900	\$11,000			\$1,000	\$12,000	\$1,000	
	7	6/7/24	John	Steinbeck	100 Grape Boulevard	Usher	Poe	27652	1,000	\$11,500	\$2,000	Local	\$500	\$12,000	\$1,000	
	8	8/16/24	Stevie	King	560 Horror Way	Poeville	Poe	27654	1,200	\$9,500	\$4,000	Local	\$1,000	\$10,500	\$1,000	
	9	8/23/24	Paula	Laureate	101 Bookish Rd	Poeville	Poe	27654	950	\$11,000	\$3,000	Local	\$1,000	\$12,000	\$1,000	
	10	9/5/24	Barnes E.	Noble	382 HWY 1	Usher	Poe	27652	1,000	\$9,000			\$1,000	\$10,000	\$1,000	
	11	11/1/24	Janet	Austen	1000 Sensibility Way	Poeville	Poe	27654	1,200	\$9,300	\$3,000	Local	\$1,000	\$10,300	\$1,000	
	12															
	13															
	14															
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	22															
	23															
	24															
	25															
				a Totals on units co	mpleted or in-prog	ress during this	quarter		1,200	\$9,300	\$3,000		\$1,000	\$10,300	\$1,000	
				b Totals on units co	mpleted prior to re	porting period			10,500	\$100,750	\$10,000		\$8,950	\$109,700	\$9,845	
			L	c  Cumulative totals	to date $(a + b)$				11,700	\$110,050	\$13,000		\$9,95	\$120,000	\$10,845	

- Page 2
  - Make sure that 'Total URP \$ HC + SC' does not exceed Repair Amount on Page 1
  - Make sure that 'URP \$ Admin' does not exceed Admin Amount on Page 1
  - Make sure you've used all Matching Funds listed on Page 1
    - In this example, they only used \$13,000. That would be a discussion during monitoring!
  - Make sure loan documents in client files match the amount for the homeowner in the "Total URP \$ HC + SC"

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NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Date of Report: January 31, 2025 Recipient: Rebuilding Poe County																
E.	E. Beneficiary Report on all units assisted to date: completed and units in progress															
Ħ	g		Annual Income Siz			Size		Special needs catego			ory"			.g	Breif description of repairs/	10 E
visi	Unit opletic Date	Homeowner's last name and first initial	household	cate	egory	of	Elderly	Hdcp/	Large	Lead	Single	Vet-	composition		modifications performed	if only
2	ð	and mist mitial	income	<30	<50	нн	(62+)	Dsbl	(+5)	EBL	parent	eran			on completed units	Aoo Mod
1	2/15/24	Patterson, J.	\$25,000		х	2	Х	X			Black/African American (12)	No	Roof			
2	4/30/24	Hoffman, A.	\$15,000	Х		1	Х	Х					White (11)	No	Ramp, shower modifications	Х
3	5/25/24	Bradbury, R.	\$9,800	х				Х				Х	Black/African American (12)	No	Floors, HVAC	
4	4728724	Faulkner, W.	\$19,160		Х	1	Х						White (11)	No	Roof	
5	5/1/24	Christie, A.	\$10,800	х		1	Х						White (11)	No	Ramp, flooring	X
6	6/7/24	Angelou, M.	\$9,700	х		1	Х	Х					Black/African American (12)	No	Roof	
7	6/7/24	Steinbeck, J.	\$12,680	х		1		х				Х	White (11)	No	HVAC	
8	8/16/24	King, S. \$27,000 X 2 X White (11)					White (11)	No	Bathroom repairs							
9	8723724	Laureate , P.	\$30,500		Х	1	Х						Black/African American (12)	No	Roof	
10	9/5/24	Noble, B.	\$17,800	Х		1	Х	Х					Black/African American (12)	No	HVAC	
11	11/1/24	Austen, .	\$22,500		Х	1		Х					White (11)	No	Ramp, Roof repairs	X
12																
13																1
14																T
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22																
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25																
a. Tota	ls on unit:	s completed or in-progrees this quarter	\$22,500		1	1		1								
b. Tota	ls on unit:	s completed prior to reporting period	\$177,440	6	4	11	8	5								
c. Cum	c. Cumulative totals to date (a + b)															
•Specia	*Special needs: Elderly - Head of Household older than 62: Hondold - Head of Household handicapped or disabled: Holde 5 - Household with more than 5 members: FBL - Household with child with an elevated blood lead level; and											1>5 = H	Household with more than 5 members: EB	usehold with child with an elevated blood lead level; and,		

- Page 3

Sngl par = Single parent with a dependant child; Veteran=A person who served in the active military, naval, or air service, and who was discharged or released therfrom under conditions other than dishonorable



• Be sure all demographic data is complete • Only fill in columns that apply • Include brief description of repairs. We hand enter these – keep it short!

- Submit final report by 2/14/\_\_\_\_ along with:
  - Certification of Completion and Final Cost (CCFC)
  - Human interest story
    - Pro-tip Tell us about your favorite URP project! We want all the warm fuzzy details. We want to know about the person, the work you did and how they felt when it was all done. This is your chance to tell your public officials what you do!
    - Send pictures! Our Board members love photos of your homeowners. Photos put a real face to the work you're doing.



