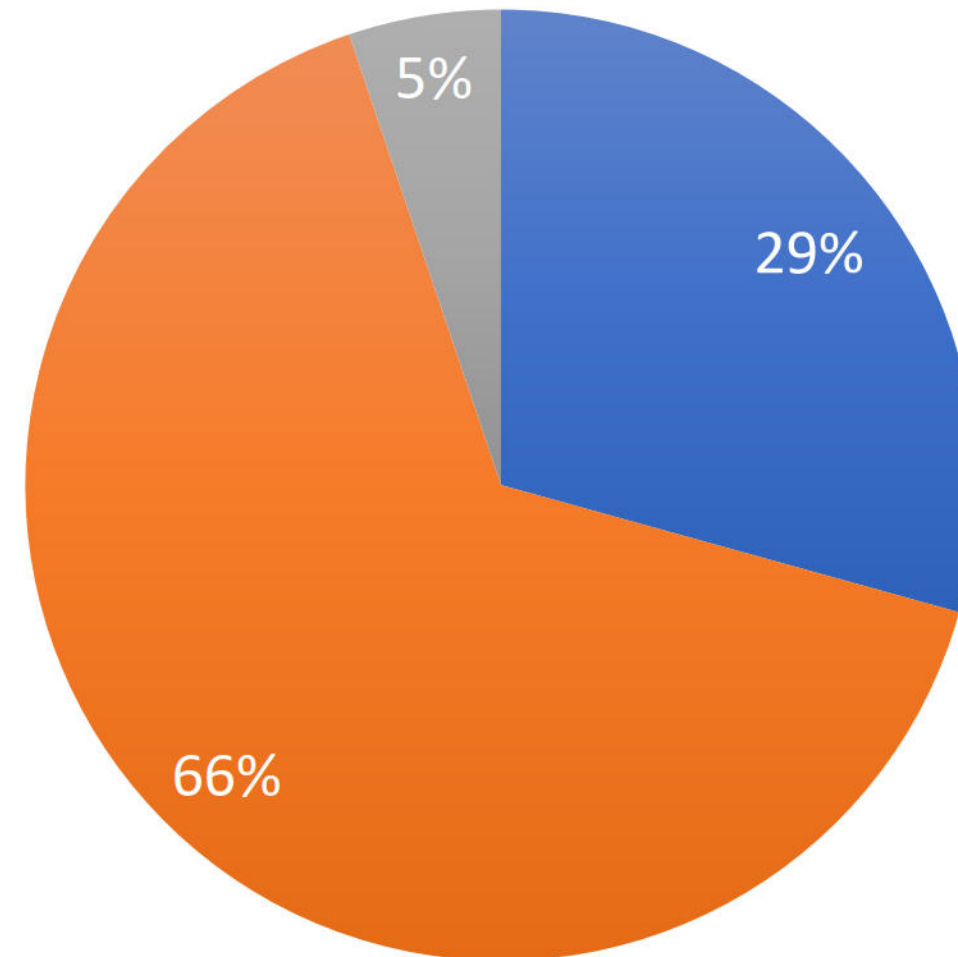


Urgent Repair Program (URP)

Project Management Report (PMR)
Training Guide

December 10, 2025

What's Your Experience with URP PMRs?



- Brand new - what do I do?!
- Doing a refresher and seeing what's changed.
- These reports are the bane of my existence.

Table of Contents

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- [Completing Initial PMR](#)
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- [Requesting Disbursements](#)
- [Completing Final Report](#)
- [CCFC](#)

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	Period Covering
January 31	Initial Report	July 1 – December 31
April 30	Subsequent Report	January 1 – March 30
July 31	Subsequent Report	April 1 – June 30
October 31	Subsequent Report	July 1 – September 30
January 31	Subsequent Report	October 1 – January 31
February 14	Final Report (No Disbursement Requests)	Entire Project

What's New in 2025

- For URP24 and URP26
 - There is now a report due January 31, 2026
 - Final Report, due February 14, 2026, cannot have any reimbursement requests on it
 - Admin/repair disbursement requests can be made after the January 31, 2026 PMR, but must be made separately from the final PMR
 - PMRs can be signed with DocuSign/similar system
 - Must have an Electronic Signature Policy for organization and the audit page for signatures must be included with the PMR PDF
- URP26
 - Your maximums (hard, soft and admin) have changed, so there is a new URP PMR 25 Unit and 50 Unit spreadsheet for your use.
 - DO NOT use the new URP 25 Unit/50 Unit Spreadsheets for your URP24 project. Everything will be wrong

Getting Started

- Download the PMR
 - URP Forms & Resources (<https://www.nchfa.com/home-ownership-partners/community-partners/community-programs/urgent-repair-program/forms-and-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!

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT								
Recipient organization: Rebuilding Poe County				Date of Report: January 31, 2026				
Reporting period: From: July 1, 2025 to: December 31, 2025				Funding Agreement No: URP2655				
Report prepared by: Mark Twain				Phone number: 919-123-4567				
URP Repair Allocation (per Funding Agreement): \$150,000				Participant Tax ID #: 56-1234567				
URP Admin Allocation (per Funding Agreement): \$15,000				Total URP Award: \$1,650,000				
Total matching funds (hard costs only) per approved Application: \$17,000				Case Manager: Sarah Zinn				
Completion Date (per Funding Agreement): December 31, 2026				Number of units targeted: 12				
A. Repair Account Balances								
1. Beginning Balance:								
a. Sum of URP Repair funds received from NCHFA prior to reporting period.....				\$75,000				
b. Sum of Program Income received prior to reporting period..... (+).....								
c. Sum of disbursements by Recipient prior to reporting period..... (-).....				\$0				
d. Total URP Project beginning balance (a. plus b. minus c.)..... (=).....				\$75,000				
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.)..... (=).....				\$0				
3. Recipient Disbursements Since Last Report:								
a. URP-eligible hard costs.....				\$35,000				
b. Program Support..... (+).....				\$4,250				
c. Total repair disbursements since last report (a. plus b.)..... (=).....				\$39,250				
4. Net Repair balance of URP funds on hand: (1.d. plus 2.c. minus 3.c.)..... (=).....				\$35,750				
B. Admin 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 completion date.....		12	4. Percent of targeted units completed.....		0%	7. Percent of completed units 30 - 50% AMI.....		33%
2. Percent of project time used.....		32%	5. Average completions/month needed to finish on time.....		0.99	8. Percent of completed units below 30% AMI.....		67%
3. Percent of URP funding spent.....		2%	6. Percent of matching funds invested to date.....		0%			
Certification: I Certify that the information contained in this Report is complete and accurate.				Report Type				
Authorized Signature/Date (Chief Administrative Official)				Quarterly Report.....				<input type="checkbox"/>
				Repair Disbursement Request.....				<input type="checkbox"/>
				Admin Disbursement Request.....				<input type="checkbox"/>
				Final Report*.....				<input type="checkbox"/>
*Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.								
Disbursement Review and Approval								
Date Received	Date Due	Reviewed by/Date	Amount	To/Fraction	Units Entered by	Date Units Entered		
			\$	/ /				

Page 1 of 3 revised 3/22/25

- 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

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

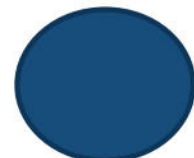
NORTH CAROLINA HOUSING FINANCE AGENCY					
URGENT REPAIR PROGRAM					
PROJECT MANAGEMENT REPORT					
Recipient organization:	Rebuilding Poe County		Date of Report:	January 31, 2026	
Reporting period: From:	July 1, 2025	to:	December 31, 2025	Funding Agreement No:	URP2655▲
Report prepared by:	Mark Twain		Phone number:	919-123-4567	
URP Repair Allocation (per Funding Agreement):	\$150,000▲		Participant Tax ID #	56-1234567	
URP Admin Allocation (per Funding Agreement):	\$15,000▲		Total URP Award	\$165,000▲	
Total matching funds (hard costs only) per approved Application:	\$17,000■		Case Manager:	Sarah Zinn●	
Completion Date (per Funding Agreement):	December 31, 2026▲		Number of units targeted:	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
- Note – Your initial disbursements might be different on A.1.a (next slide) if your organization does not have the bonding to cover the full 50% disbursement

Completing the PMR: Initial Report

A. Repair Account Balances

1. Beginning Balance:

a. Sum of URP Repair funds received from NCHFA prior to reporting period	\$75,000
b. Sum of Program Income received prior to reporting period	(+)
c. Sum of disbursements by Recipient prior to reporting period	(-) \$0
d. Total URP Project beginning balance (<i>a. plus b. minus c.</i>)	(=) \$75,000

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 (<i>a. plus b.</i>)	(=) \$0

3. Recipient Disbursements Since Last Report:

a. URP-eligible hard costs	\$35,000
b. Program Support	(+) \$4,250
c. Total repair disbursements since last report (<i>a. plus b.</i>)	(=) \$39,250

4. Net Repair balance of URP funds on hand: (1.d. plus 2.c. minus 3.c.) (=) \$35,750

B. Admin 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 completion date	12	4. Percent of targeted units completed	0%	7. Percent of completed units 30 - 50% AMI	33%
2. Percent of project time used	32%	5. Average completions/month needed to finish on time	0.99	8. Percent of completed units below 30% AMI	67%
3. Percent of URP funding spent	2%	6. Percent of matching funds invested to date	0%		

Initial disbursement from agency (\$75,000 for \$165k awards or \$150,000 for \$330k awards.)

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)

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

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

For initial and subsequent reports,
check this box

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

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

Certification: I Certify that the information contained in this Report is complete and accurate. _____ Authorized Signature/Date (Chief Administrative Official)		Report Type Quarterly Report <input type="checkbox"/> Repair Disbursement Request <input type="checkbox"/> Admin Disbursement Request <input type="checkbox"/> Final Report* <input type="checkbox"/> <i>*(Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.)</i>					
For NC Housing Finance Agency Use Only							
Date Received	Date Due	Disbursement Review and Approval		Units Entered by	Date Units Entered		
		Recommended by/Date	Amount	To Finance on			
			\$	/ /			

Page 1 of 3

revised 9/22/25

- Required signature by CAO (who signed application)
- PMR can be signed via DocuSign/similar system (NEW)

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT															
Date of Report:		January 31, 2026		Recipient:		Rebuilding Poe County									
D. Financial Status Report on all units assisted to date: completed and units in progress															
Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source Amount Source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
1			James F.	Patterson	124 Jury Way	Poeville	Poe	27564	1,000	\$12,000			\$1,500	\$13,500	
2			Alice B.	Hoffman	2003 Magical Dr.	Poeville	Poe	27654	950	\$9,500			\$1,250	\$10,750	
3			Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27654	1,200	\$13,500			\$1,500	\$15,000	
4															
5															
6															
7															
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16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
a Totals on units completed or in-progress during this quarter.										\$35,000			\$4,250	\$39,250	
b Totals on units completed prior to reporting period.															
c Cumulative totals to date (a + b).										\$35,000			\$4,250	\$39,250	

page 2 of 3

• 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

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
											Amount	Source			
	1		James F.	Patterson	124 Jury Way	Poeville	Poe	27564	1,000	\$12,000			\$1,500	\$13,500	
	2		Alice B.	Hoffman	2003 Magical Dr.	Poeville	Poe	27654	950	\$9,500			\$1,250	\$10,750	
	3		Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27654	1,200	\$13,500			\$1,500	\$15,000	
	4														

This must have date to enter admin (last column)

Homeowner information comes from their application

Hard cost = URP construction contract amt only

Local \$ spent, volunteer, matching funds go here

Soft costs = program support (next slide)

Admin costs = overhead (next slide)

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 not directly tied to a unit
 - Reports
 - Intake and advertising
 - Work completed for the PAD
 - Mileage
 - Salary for support staff

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT																	
Date of Report:		January 31, 2026															
Recipient:		Rebuilding Poe County															
E. Beneficiary Report on all units assisted to date: completed and units in progress																	
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category		Size of HH	Special needs category*						Household racial composition	Hispanic	Brief description of repairs/modifications performed on completed units	Accessibility modifications	
				<30	<50		Elderly (62+)	Hdcpd/Dtbl	Large (+5)	Lead EBL	Single parent	Veteran					
1		Patterson, J.	\$25,000	X		2	X							Black/African American (12)		Roof	
2		Hoffman, A.	\$15,000	X		1	X	X						White (11)		Ramp, shower modifications	X
3		Bradbury, R.	\$9,800	X		1		X				X		Black/African American (12)		Floors, HVAC	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
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16																	
17																	
18																	
19																	
20																	
21																	
22																	
23																	
24																	
25																	
a. Total units completed or in progress this quarter			\$49,800	2	1	4	2	2					1				
b. Total units completed prior to reporting period...																	
c. Cumulative total to date (a+b).....			\$49,800	2	1	4	2	2					1				

*Special needs: Elderly - Head of Household older than 62; Hdcpd/Dtbl - Head of Household handicapped or disabled; Hhld > 5 - Household with more than 5 members; EBL - Household with child with an elevated blood lead level; and, Single par - Single parent with a dependent child; Veteran - A person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable.

- Page 3
 - Demographics
 - Special needs category
 - Where you keep up with your 30% and 50% AMI split
 - Description of repairs

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT																
Date of Report:		January 31, 2026		Recipient:		Rebuilding Poe County										
E. Beneficiary Report on all units assisted to date: completed and units in progress																
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category		Size of HH	Special needs category*						Household racial composition	Hispanic	Brief description of repairs/modifications performed on completed units	Accessibility Modifications
				<30	<50		Elderly (62 +)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran				
1		Patterson, J.	\$25,000		X	2	X						Black/African American (12)		Roof	
2		Hoffman, A.	\$15,000	X		1	X	X					White (11)		Ramp, shower modifications	X
3		Bradbury, R.	\$9,800	X		1		X				X	Black/African American (12)		Floors, HVAC	
4																
5																

Revision Column – use in future reports if you make changes

Pulls over from page 2. Must have URP hard costs for name to pull over

Income from application. The category is based on income chart in your Assistance Policy

Household must meet one special need. Only fill in those that apply, leave others blank

From application

Keep description brief

Place "X" here if work included an accessibility modification

Completing the PMR: Initial Report

This Section is Using URP26 Reports/Numbers

Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category		Size of HH	Special needs category*						Household racial composition	Hispanic	Brief description of repairs/modifications performed on completed units	Accessibility Modifications
				<30	<50		Elderly (62+)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran				
25																
a. Totals on units completed or in-progress this quarter			\$49,800	2	1	3	2	2				1				
b. Totals on units completed prior to reporting period																
c. Cumulative totals to date (a + b)			\$49,800	2	1	3	2	2				1				

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

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

30/50% AMI Split is a program requirement; not meeting the requirement does affect future applications

- 7. Percent of completed units 30 - 50% AMI 50%
- 8. Percent of completed units below 30% AMI 50%

Completing the PMR: Initial Report

- 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 Laura Altimare at lmaltimare@nchfa.com and copy your case manager by due date

Completing the PMR: Subsequent Reports

- 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

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT					
Recipient organization: Rebuilding Poe County			Date of Report: July 15, 2026		
Reporting period: From: April 1, 2026 to: June 30, 2026			Funding Agreement No: URP2655		
Report prepared by: Mark Twain			Phone number: 919-123-4567		
URP Repair Allocation (per Funding Agreement): \$150,000			Participant Tax ID #: 56-1234567		
URP Admin Allocation (per Funding Agreement): \$15,000			Total URP Award: \$1,650,000		
Total matching funds (hard costs only) per approved Application: \$17,000			Case Manager: Sarah Zinn		
Completion Date (per Funding Agreement): December 31, 2026			Number of units targeted: 12		
A. Repair Account Balances					
1. Beginning Balance:					
a. Sum of URP Repair funds received from NCHFA prior to reporting period.....			\$75,000		
b. Sum of Program Income received prior to reporting period..... (+).....			\$0		
c. Sum of disbursements by Recipient prior to reporting period..... (-).....			\$13,500		
d. Total URP Project beginning balance (a. plus b. minus c.)..... (=).....			\$61,500		
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.)..... (=).....			\$0		
3. Recipient Disbursements Since Last Report:					
a. URP-eligible hard costs.....			\$46,750		
b. Program Support..... (+).....			\$5,650		
c. Total repair disbursements since last report (a. plus b.)..... (=).....			\$52,400		
d. Net Repair balance of URP funds on hand:..... (1.d. plus 2.c. minus 3.c.) (=).....			\$9,100		
B. Admin Account Balances					
1. Sum of URP Admin funds received from NCHFA prior to reporting period.....			\$0		
2. URP Admin funds requested for this report.....			\$6,590		
3. Total of URP Admin funds requested to date for project.....			\$6,590		
C. Key Indicators and Progress Toward Goals					
1. Months remaining to completion date.....		4. Percent of targeted units completed.....		7. Percent of completed units 30 - 50% AMI.....	
6		50%		33%	
2. Percent of project time used.....		5. Average completions/month needed to finish on time.....		8. Percent of completed units below 30% AMI.....	
66%		0.38		67%	
3. Percent of URP funding spent.....		6. Percent of matching funds invested to date.....			
4%		76%			
Certification:			Report Type		
I Certify that the information contained in this Report is complete and accurate.			Quarterly Report..... <input type="checkbox"/>		
			Repair Disbursement Request..... <input type="checkbox"/>		
			Admin Disbursement Request..... <input type="checkbox"/>		
			Final Report*..... <input type="checkbox"/>		
Authorized Signature/Date (Chief Administrative Official)			*Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.		
For NC Housing Finance Agency Use Only					
Date Received	Date	Disbursement Review and Approval		Units Entered by	Date Units Entered
		Recommended by/Date	Amount	To Finance on	
			\$	/ /	

- Page 1

- Change dates
- Update account balances for repair and admin
- Key indicators will change (based on pages 2 and 3 of PMR)
- Certification/signature
- Report type
 - In addition to Quarterly Report:
 - Request admin disbursement
 - Request repair disbursement

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY					
URGENT REPAIR PROGRAM					
PROJECT MANAGEMENT REPORT					
Recipient organization:	Rebuilding Poe County		Date of Report:	July 15, 2026 ▲	
Reporting period: From:	April 1, 2026 ▲	to:	June 30, 2026 ▲	Funding Agreement No:	URP2655
Report prepared by:	Mark Twain		Phone number:	919-123-4567	
URP Repair Allocation (per Funding Agreement):	\$150,000		Participant Tax ID #	56-1234567	
URP Admin Allocation (per Funding Agreement):	\$15,000		Total URP Award	\$1,650,000	
Total matching funds (hard costs only) per approved Application:	\$17,000		Case Manager:	Sarah Zinn	
Completion Date (per Funding Agreement):	December 31, 2026		Number of units targeted:	12	



= Changes from initial report

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

A. Repair Account Balances

1. Beginning Balance:

a. Sum of URP Repair funds received from NCHFA prior to reporting period		\$75,000
b. Sum of Program Income received prior to reporting period (+)		\$0
c. Sum of disbursements by Recipient prior to reporting period (-)		\$13,500
d. Total URP Project beginning balance (a. plus b. minus c.) (=)		\$61,500

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.) (=)		\$0

3. Recipient Disbursements Since Last Report:

a. URP-eligible hard costs		\$46,750
b. Program Support (+)		\$5,650
c. Total repair disbursements since last report (a. plus b.) (=)		\$52,400

4. Net Repair balance of URP funds on hand: (1.d. plus 2.c. minus 3.c., (=) \$9,100

B. Admin Account Balances

1. Sum of URP Admin funds received from NCHFA prior to reporting period		\$0
2. URP Admin funds requested for this report.		\$6,590
3. Total of URP Admin funds requested to date for project		\$6,590

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	6	4. Percent of targeted units completed	50%	7. Percent of completed units 30 - 50% AMI	33%
2. Percent of project time used	66%	5. Average completions/month needed to finish on time	0.98	8. Percent of completed units below 30% AMI	67%
3. Percent of URP funding spent	4%	6. Percent of matching funds invested to date	76%		

- A. 1. a. will change when you get 2nd disbursement
- A. 1. b. will only change if using interest bearing account

- A. 2. a. will change if you got 2nd 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

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

C. Key Indicators and Progress Toward Goals							
1. Months remaining to completion date	6	4. Percent of targeted units completed	50%	7. Percent of completed units 30 - 50% AMI	33%		
2. Percent of project time used	66%	5. Average completions/month needed to finish on time	0.98	8. Percent of completed units below 30% AMI	67%		
3. Percent of URP funding spent	5%	6. Percent of matching funds invested to date	0%				

<p>Certification:</p> <p>I Certify that the information contained in this Report is complete and accurate.</p> <p>_____</p> <p>Authorized Signature/Date (Chief Administrative Official)</p>	<p>Report Type</p> <p>Quarterly Report <input type="checkbox"/></p> <p>Repair Disbursement Request <input type="checkbox"/></p> <p>Admin Disbursement Request <input type="checkbox"/></p> <p>Final Report* <input type="checkbox"/></p> <p><small>*(Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.)</small></p>
--	--

For NC Housing Finance Agency Use Only							
Date Received	Date Due	Disbursement Review and Approval			Units Entered by	Date Units Entered	
		Recommended by/Date	Amount	To Finance on			
			\$	/ /			

Page 1 of 3 revised 9/22/25

Report Type

- Quarterly Report – stays until Final Report
- Repair Disbursement
 - Only mark with X when 90% of 1st 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

Signed by CAO (who signed application)

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM															
PROJECT MANAGEMENT REPORT															
Date of Report:		July 15, 2026			Recipient:		Rebuilding Poe County								
D. Financial Status Report on all units assisted to date: completed and units in progress															
Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
											Amount	Source			
1	2/15/26		James F.	Patterson	124 Jury Way	Poeville	Poe	27664	1,000	\$12,000			\$1,500	\$13,500	\$1,350
2	4/30/26		Alice B.	Hoffman	2003 Magical Dr.	Poeville	Poe	27664	950	\$9,500			\$1,250	\$10,750	\$1,075
3	5/25/26		Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27664	1,200	\$13,500			\$1,500	\$15,000	\$1,500
4	4/28/26		William	Faulkner	415 Sound Lane	Poeville	Poe	27664	1,000	\$11,000			\$1,400	\$12,400	\$1,240
5	5/1/26		Agatha	Christie	100 Mystery Drive	Usher	Poe	27662	1,300	\$12,750			\$1,500	\$14,250	\$1,425
6	6/2/26		Maya	Angelou	500 Poet Lane	Poeville	Poe	27664	900		\$13,000	Local Funds			
7															
8															
9															
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25															
a Totals on units completed or in-progress during this quarter.										\$46,750	\$13,000		\$5,650	\$52,400	\$5,240
b Totals on units completed prior to reporting period.										\$12,000			\$1,500	\$13,500	\$1,350
c Cumulative totals to date (a + b).										\$58,750	\$13,000		\$7,150	\$65,900	\$6,590

page 2 of 3

• 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

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT																
Date of Report:		July 15, 2026		Recipient:		Rebuilding Poe County										
D. Financial Status Report on all units assisted to date: completed and units in progress																
Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin	
											Amount	Source				
	1	2/15/26	James F.	Patterson	124 Jury Way	Poeville	Poe	27664	1,000	\$13,500			\$1,500	\$15,000	\$1,350	
	2	4/30/26	Alice B.	Hoffman	2003 Magical Dr.	Poeville	Poe	27664	950	\$11,500			\$1,250	\$12,750	\$1,075	
	3	5/25/26	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27664	1,200	\$13,500			\$1,500	\$15,000	\$1,500	
	4	4/28/26	William	Faulkner	415 Sound Lane	Poeville	Poe	27664	1,000	\$13,000			\$1,500	\$14,500	\$1,240	
	5	5/1/26	Agatha	Christie	100 Mystery Drive	Usher	Poe	27662	1,300	\$12,750			\$1,500	\$14,250	\$1,425	
	6	6/2/26	Maya	Angelou	500 Poet Lane	Poeville	Poe	27664	900	\$15,000	\$13,000	Local Funds		\$15,000	\$1,500	
	7	6/7/26	John	Steinbeck	100 Grape Boulevard	Usher	Poe	27662	1,000	\$14,500	\$2,000	Local	\$500	\$15,000	\$1,450	
	8	8/16/26	Stevie	King	560 Horror Way	Poeville	Poe	27664	1,200	\$11,500	\$4,000	Local	\$1,450	\$12,950	\$1,295	
	9	8/23/26	Paula	Laureate	101 Bookish Rd	Poeville	Poe	27664	950	\$13,500	\$3,000	Local	\$1,500	\$15,000	\$1,500	
	10	9/5/26	Barnes E.	Noble	382 HWY 1	Usher	Poe	27662	1,000	\$14,000			\$1,000	\$15,000	\$1,500	
	11	11/11/26	Janet	Austen	1000 Sensible Way	Poeville	Poe	27664	1,200	\$13,500	\$3,000		\$1,500	\$15,000	\$1,500	
	12															
	13															
	14															
	15															
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	17															
	18															
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	22															
	23															
	24															
	25															
a Totals on units completed or in-progress during this quarter.										\$132,750	\$25,000			\$11,700	\$144,450	\$13,985
b Totals on units completed prior to reporting period.										\$13,500				\$1,500	\$15,000	\$1,350
c Cumulative totals to date (a + b).										\$146,250	\$25,000			\$13,200	\$159,450	\$15,335
														Exceeds FA	Exceeds FA	

page 2 of 3

- Page 2 Change for URP26 Reports
 - Page 2 will now alert you if your totals exceed your Repair (HC + SC) Allocation or Admin Allocation
 - Shows up at the bottom as “Exceed FA”
 - This will not give you an error and won’t stop you, but it will alert you that you’re over

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

Initial Report:

		Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
				Amount	Source			
a	Totals on units completed or in-progress during this quarter.		\$35,000			\$4,250	\$39,250	
b	Totals on units completed prior to reporting period.							
c	Cumulative totals to date (a + b).		\$35,000			\$4,250	\$39,250	

Subsequent Report:

a	Totals on units completed or in-progress during this quarter.		\$46,750	\$13,000		\$5,650	\$52,400	\$5,240
b	Totals on units completed prior to reporting period.		\$12,000			\$1,500	\$13,500	\$1,350
c	Cumulative totals to date (a + b).		\$58,750	\$13,000		\$7,150	\$65,900	\$6,590

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.

Completing the PMR: Subsequent Reports

This Section is Using URP26 Reports/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT																	
Date of Report:		Recipient: Rebuilding Poe County															
E. Beneficiary Report on all units assisted to date: completed and units in progress																	
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category	Size of HH	Special needs category*						Household racial composition	Hispanic	Brief description of repairs/modifications performed on completed units	Accessibility modifications		
						Elderly (62+)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran						
1	2/15/26	Patterson, J.	\$25,000	X	2	X							Black/African American (12)		Roof		
2	4/30/26	Hoffman, A.	\$15,000	X	1	X	X						White (11)		Ramp, shower modifications	X	
3	5/25/26	Bradbury, R.	\$9,800	X	1		X				X		Black/African American (12)		Floors, HVAC		
4	4/28/26	Faulkner, W.	\$19,160	X	1	X							White (11)	No	Roof		
5	5/1/26	Christie, A.	\$10,800	X	1	X							White (11)	No	Ramp, flooring	X	
6	6/2/26		\$9,700	X	1	X	X						Black/African American (12)	No	Roof		
7																	
8																	
9																	
10																	
11																	
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25																	
a. Totals on units completed or in-progress this quarter			\$64,460	4	1	5	4	3									
b. Totals on units completed prior to reporting period			\$25,000		1	2	1										
c. Cumulative totals to date (a + b)			\$89,460	4	2	7	5	3									

*Special 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 therefrom under conditions other than dishonorable

page 3 of 3

Page 3

- Continue to fill in demographic data and repairs for each unit added
- Note Line 4 is blank – no URP funds were used (refer to slide 27), 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

Completing the PMR: Subsequent Reports

- Before submitting subsequent 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 Laura Altimare at lmaltimare@nchfa.com and copy your case manager by due date

Requesting Additional Funds

Using URP24 report/numbers moving forward

- 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 1st disbursement amount has been expended, based on PMR
 - Can be requested at any time
- **Change to URP24/URP26**
 - All disbursement requests (admin and repair) must be made prior to the final PMR

Requesting Additional Funds: Admin

B. Admin Account Balances

1.	Sum of URP Admin funds received from NCHFA prior to reporting period	\$0
2.	URP Admin funds requested for this report.	\$6,590
3.	Total of URP Admin funds requested to date for project	\$6,590

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	6	4. Percent of targeted units completed	50%	7. Percent of completed units 30 - 50% AMI	33%
2. Percent of project time used	66%	5. Average completions/month needed to finish on time	0.98	8. Percent of completed units below 30% AMI	67%
3. Percent of URP funding spent	4%	6. Percent of matching funds invested to date	76%		

Certification:

I Certify that the information contained in this Report is complete and accurate.

Authorized Signature/Date
(Chief Administrative Official)

Report Type

Quarterly Report	<input type="checkbox"/>
Repair Disbursement Request	<input type="checkbox"/>
Admin Disbursement Request	<input checked="" type="checkbox"/>
Final Report*	<input type="checkbox"/>

*(Please check this box and attach the Certification of Completion and Final Cost 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
- Cannot be with Final PMR

Requesting Additional Funds: 2nd Repair Disbursement

This Section is Using URP24 Reports/Numbers

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	(-) \$11,000
d. Total URP Project beginning balance (<i>a. plus b. minus c.</i>)	(=) \$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 (<i>a. plus b.</i>)	(=) \$0

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 (<i>a. plus b.</i>)	(=) \$54,200

4. Net Repair balance of URP funds on hand: (1.d. plus 2.c. minus 3.c.) (=) ...

-\$5,200

B. Admin 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 2nd 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: 2nd Repair Disbursement

This Section is Using URP24 Reports/Numbers

C. Key Indicators and Progress Toward Goals			
1. Months remaining to completion date	6	4. Percent of targeted units completed	50%
2. Percent of project time used	66%	5. Average completions/month needed to finish on time	0.98
3. Percent of URP funding spent	49%	6. Percent of matching funds invested to date	0%
7. Percent of completed units 30 - 50% AMI		33%	
8. Percent of completed units below 30% AMI		67%	

Certification:	Report Type
I Certify that the information contained in this Report is complete and accurate.	Quarterly Report <input checked="" type="checkbox"/>
	Repair Disbursement Request <input checked="" type="checkbox"/>
	Admin Disbursement Request <input checked="" type="checkbox"/>
	Final Report* <input type="checkbox"/>
_____ Authorized Signature/Date (Chief Administrative Official)	*(Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.)

- 2nd Repair Disbursement can be requested at any time once 90% of the 1st disbursement has been spent
- Make sure to put an "X" in the Repair Disbursement Box indicating you are ready for the 2nd 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
- **Change:** You can no longer request any disbursements on the Final Report

PMR Changes for URP24 and URP26

- The January 31 report (covering Oct – Dec) is now due. This was not required in previous URP cycles.
- All disbursement requests must be made prior to the Final Report. Final Report shall not have any disbursement requests
 - Admin/2nd repair disbursement requests can be made at any time, they do not have to be made with a quarterly report
 - You can submit the report for 1/31/26 and then submit a disbursement request after that
- PMRs can be signed with DocuSign/similar system
 - Must have an Electronic Signature Policy for organization and the audit page for signatures must be included with the PMR PDF

Completing the PMR: Final Report

- 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__).
- With final report, submit your CCFC and human interest story.

Completing the PMR: Final Report

This Section Using URP24 Report/Numbers

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Recipient organization:	Rebuilding Poe County	Date of Report:	February 14, 2026
Reporting period: From:	October 1, 2025	to:	December 31, 2025
Funding Agreement No:	URP2455	Phone number:	919-123-4567
Report prepared by:	Mark Twain	Participant Tax ID #	56-1234567
URP Repair Allocation (per Funding Agreement):	\$120,000	Total URP Award	\$132,000
URP Admin Allocation (per Funding Agreement):	\$12,000	Case Manager:	Sarah Zinn
Total matching funds (hard costs only) per approved Application:	\$17,000	Number of units targeted:	12
Completion Date (per Funding Agreement):	December 31, 2025		

- Make sure to use the correct reporting period dates
 - These dates will control A. 2. and A. 3 on page 1 of PMR
- Update Date of Report

Completing the PMR: Final Report

This section using URP24 report/numbers

A. Repair Account Balances

1. Beginning 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. 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.)	(=) \$0

3. Recipient 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. Net Repair balance of URP funds on hand: (1.d. plus 2.c. minus 3.c.) (=) \$0

B. Admin Account Balances

1. Sum of URP Admin funds received from NCHFA prior to reporting period	\$10,845
2. URP Admin funds requested for this report	\$0
3. Total of URP Admin funds requested to date for project	\$10,845

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	0	4. Percent of targeted units completed	92%	7. Percent of completed units 30 - 50% AMI	45%
2. Percent of project time used	100%	5. Average completions/month needed to finish on time	#####	8. Percent of completed units below 30% AMI	55%
3. Percent of URP funding spent	91%	6. Percent of matching funds invested to date	76%		

- For A. 1. a. enter the amount of funds received from NCHFA.
- Program Income is only if you have interest bearing account

- A. 2. a. will be blank since 2nd 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. should be blank – no requests on Final PMR
- 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

Certification:		Report Type						
I Certify that the information contained in this Report is complete and accurate.		Quarterly Report	<input type="checkbox"/>					
		Repair Disbursement Request	<input type="checkbox"/>					
		Admin Disbursement Request	<input type="checkbox"/>					
		Final Report*	<input checked="" type="checkbox"/>					
_____ Authorized Signature/Date (Chief Administrative Official)		*(Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.)						
For NC Housing Finance Agency Use Only								
Date Received	Date Due	Disbursement Review and Approval			Units Entered by	Date Units Entered		
		Recommended by/Date	Amount	To Finance on				
			\$	/ /				

- Only "Final Report" should be checked.
- No disbursements on Final Report.

Signed by CAO (who signed application)

Completing the PMR: Final Report

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Date of Report:	February 14, 2026	Recipient:	Rebuilding Poe County
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D. Financial Status Report on all units assisted to date: completed and units in progress

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
											Amount	Source			
1	2/15/25	James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	\$10,000				\$1,000	\$11,000	\$1,000
2	4/30/25	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	\$7,500				\$950	\$8,450	\$845
3	5/25/25	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27652	1,200	\$11,500	\$1,000	Local	\$500	\$12,000	\$1,000	
4	4/28/25	Will	Faulkner	415 Sound Lane	Poeville	Poe	27654	1,000	\$9,000				\$1,000	\$10,000	\$1,000
5	5/1/25	Agatha	Christie	100 Mystery Drive	Usher	Poe	27652	1,300	\$10,750				\$1,000	\$11,750	\$1,000
6	6/7/25	Maya	Angelou	500 Poet Lane	Poeville	Poe	27654	900	\$11,000				\$1,000	\$12,000	\$1,000
7	6/7/25	John	Steinbeck	100 Grape Boulevard	Usher	Poe	27652	1,000	\$11,500	\$2,000	Local	\$500	\$12,000	\$1,000	
8	8/18/25	Stevie	King	560 Horror Way	Poeville	Poe	27654	1,200	\$9,500	\$4,000	Local	\$1,000	\$10,500	\$1,000	
9	8/23/25	Paula	Laureate	101 Bookish Rd	Poeville	Poe	27654	950	\$11,000	\$3,000	Local	\$1,000	\$12,000	\$1,000	
10	9/5/25	Barnes E.	Noble	382 HWY 1	Usher	Poe	27652	1,000	\$9,000				\$1,000	\$10,000	\$1,000
11	1/1/25	Janet	Austen	1000 Sensible Way	Poeville	Poe	27654	1,200	\$9,300	\$3,000			\$1,000	\$10,300	\$1,000
12															
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16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
a Totals on units completed or in-progress during this quarter									1,200	\$9,300	\$3,000		\$1,000	\$10,300	\$1,000
b Totals on units completed prior to reporting period									10,500	\$100,750	\$10,000		\$8,950	\$109,700	\$9,845
c Cumulative totals to date (a + b)									11,700	\$110,050	\$13,000		\$9,950	\$120,000	\$10,845

page 2 of 3

- 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"

Completing the PMR: Final Report

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT																
Date of Report:		February 14, 2026		Recipient:		Rebuilding Poe County										
E. Beneficiary Report on all units assisted to date: completed and units in progress																
Revision	Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category	Size of HH	Special needs category*					Household racial composition	Hispanic	Brief description of repairs/modifications performed on completed units	Accessibility Modifications		
						Elderly (62+)	Hdop/Disbl	Large (+5)	Lead EBL	Single parent					Vet-eran	
1	2/15/25	Patterson, J.	\$25,000	X	2	X						Black/African American (12)	No	Roof		
2	4/30/25	Hoffman, A.	\$15,000	X	1	X	X					White (11)	No	Ramp, shower modifications	X	
3	5/25/25	Bradbury, R.	\$9,800	X			X				X	Black/African American (12)	No	Floors, HVAC		
4	4/28/25	Faulkner, W.	\$19,160	X	1	X						White (11)	No	Roof		
5	5/1/25	Christie, A.	\$10,800	X	1	X						White (11)	No	Ramp, flooring	X	
6	6/7/25	Angelou, M.	\$9,700	X	1	X	X					Black/African American (12)	No	Roof		
7	6/7/25	Steinbeck, J.	\$12,680	X	1		X				X	White (11)	No	HVAC		
8	8/16/25	King, S.	\$27,000		2	X						White (11)	No	Bathroom repairs		
9	8/23/25	Laureate, P.	\$30,500		1	X						Black/African American (12)	No	Roof		
10	9/5/25	Noble, B.	\$17,800	X	1	X	X					Black/African American (12)	No	HVAC		
11	11/11/25	Austen, J.	\$22,500		1		X					White (11)	No	Ramp, Roof repairs	X	
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
a. Totals on units completed or in-progress this quarter:			\$22,500		1	1		1								
b. Totals on units completed prior to reporting period:			\$177,440	6	4	11	8	5								
c. Cumulative totals to date (a + b):			\$199,940	6	5	12	8	6								

*Special needs: Elderly = Head of Household older than 62; Hdop/dbld = Head of Household handicapped or disabled; Hshld > 5 = Household with more than 5 members; EBL = Household with child with an elevated blood lead 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 therefrom under conditions other than dishonorable.

- Page 3

- 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!

Completing the PMR: Final Report

- 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.

Certification of Completion and Final Cost (CCFC)

This section using URP24 numbers

- Numbers should match Final PMR
- Due February 14, 2026 (URP24) or February 14, 2027 (URP26)
- Include Human Interest Story with photos!

CCFC

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT			
Recipient organization:	Rebuilding Poe County	Date of Report:	February 14, 2026
Reporting period: From:	October 1, 2025	to:	December 31, 2025
Report prepared by:	Mark Twain	Funding Agreement No:	URP2455
URP Repair Allocation (per Funding Agreeeme	\$120,000	Phone number:	919-123-4567
URP Admin Allocation (per Funding Agreeeme	\$12,000	Participant Tax ID #	56-1234567
Total matching funds (hard costs only) per approved Application:	\$17,000	Total URP Award	\$132,000
Completion Date (per Funding Agreement):	December 31, 2025	Case Manager:	Sarah Zinn
		Number of units targeted:	12

A. Repair Account Balances

- Beginning 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
- 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.)..... (=)..... \$0
- Recipient 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
- Net Repair balance of URP funds on hand:**..... (1.d. plus 2.c. minus 3.c.)..... \$0

B. Admin Account Balances

- Sum of URP Admin funds received from NCHFA prior to reporting period..... \$10,845
- URP Admin funds requested for this report..... \$0
- Total of URP Admin funds requested to date for project..... \$10,845

C. Key Indicators and Progress Toward Goals

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM CERTIFICATION OF COMPLETION AND FINAL COST <i>Please attach the final Activity Report</i>			
Recipient Organization:	Rebuilding Poe County	Date of Report:	February 14, 2026
Funding Agreement Number	URP2455	Program Completion Date:	December 31, 2025
Report Prepared by:	Mark Twain	Phone Number:	919-123-4567

A. REPAIR ACCOUNT BALANCES

- Receipts:**
 - a. Amount of URP Repair funding allocation..... \$120,000
 - b. URP Repair funds received as disbursements from NCHFA..... \$120,000
 - c. Sum of interest earned on Program funds.....
 - d. TOTAL Program receipts (b+c)..... \$120,000
- Disbursements by Recipient:**
 - b. Repairs/modifications (hard costs for all URP-eligible repairs)..... \$110,050
 - c. Program support..... \$9,950
 - d. TOTAL disbursements (a+b+c)..... \$120,000
- Balance of URP Repair funds in account to be returned to NCHFA (1.d - 2.d)..... \$0**

B. ADMIN ACCOUNT BALANCES

Total amount of URP Admin funds requested from NCHFA..... \$10,845

Disbursement numbers come from PMR pg 2

CCFC Break Down

PMR Page 2

	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP \$ HC + SC	URP \$ Admin
		Amount	Source			
a Totals on units completed or in-progress during this quarter.	\$9,300	\$3,000		\$1,000	\$10,300	\$1,000
b Totals on units completed prior to reporting period.	\$100,750	\$10,000		\$8,950	\$109,700	\$9,845
c Cumulative totals to date (a + b).	\$110,050	\$13,000		\$9,950	\$120,000	\$10,845



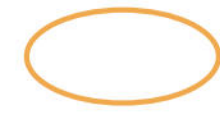
= URP Hard Cost (PMR Column) and Repairs/modifications (CCFC)



= URP Soft Costs (PMR Column) and Program Support (CCFC)



= Other hard costs (PMR Column) and Other funds leveraged (CCFC)



= Number units complete (CCFC) and comes from total number of units with URP hard costs on page 2 (Units with only matching hard costs and no URP Hard Costs do not count)

CCFC Page 1

A. REPAIR ACCOUNT BALANCES

1. Receipts:

a. Amount of URP Repair funding allocation.	\$120,000
b. URP Repair funds received as disbursements from NCHFA.	\$120,000
c. Sum of interest earned on Program funds.	
d. TOTAL Program receipts (b+c).	\$120,000

2. Disbursements by Recipient:

b. Repairs/modifications (hard costs for all URP-eligible repairs).	\$110,050
c. Program support.	\$9,950
d. TOTAL disbursements (a+b+c).	\$120,000

3. Balance of URP Repair funds in account to be returned to NCHFA (1.d - 2.d).	\$0
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B. ADMIN ACCOUNT BALANCES

Total amount of URP Admin funds requested from NCHFA	\$10,845
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C. CUMULATIVE PRODUCTION

Dwelling Units repaired/modified, by county:

County served	Number of units complete	URP hard costs disbursed	URP soft costs disbursed	Other funds leveraged	Total funds used URP + Other
1 Poe	11	\$110,050	\$9,950	\$13,000	\$133,000
2					\$0
3					\$0
4					\$0
5					\$0
6					\$0
7					\$0
8					\$0
a. Totals	11	\$110,050	\$9,950	\$13,000	\$133,000
b. Averages per dwelling unit		\$10,005	\$905	\$1,182	\$12,091

CCFC

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
CERTIFICATION OF COMPLETION AND FINAL COST

Recipient:

Rebuilding Poe County

C. CERTIFICATION⁵ (Please check the box beside each applicable statement)

- ☒ 1. All Program-funded repairs were inspected, as required by Program guidelines and meet State Building Code.
- ☒ 2. All required grant documents have been properly executed and retained in the client case files.
- ☒ 3. All concerns stemming from monitoring of the Recipient's URP, and as stated in the Agency's monitoring report, have been resolved.
4. (Please check a. or b.)
- ☒ a. Audit reports have been submitted to the Agency covering each fiscal year in which Program funds were on hand; or,
- ☐ b. All required audit reports have been submitted to the Agency except the current fiscal year. Said current year report will be submitted as soon as it is made available to the Recipient. (Estimated date available: _____)
- ☐ 5. The figure entered at line A. 3 of this Certification of Completion and Final Cost is greater than zero (0), and a check in the amount shown there is made out to the North Carolina Housing Finance Agency and accompanies this document.

As chief operating officer of the Recipient
I certify that the information contained
in this report is complete and accurate.

Authorized signature

Date

- Complete Section C and check all boxes that apply
- For #4 – select the correct box based on audit submission
- #5 is only checked if the number is greater than \$0 on page 1, A. 3.
- Must be signed by CAO and dated
- CCFC can be signed electronically/digitally as long as the partner has a policy and it meets NCHFA's policy