

Completing the ESFRLP28 PAD via DocuSign (DSPAD)
April 20, 2026

A. General

1. The ESFRLP28 Post Approval Documentation (PAD) will be transmitted via DocuSign. This will be called the “DocuSign PAD” (DSPAD).
2. All PAD documents must be completed via DocuSign and should not be mailed or emailed to NCHFA.
3. The ESFRLP28 DSPAD is due by 5:00 PM, December 31, 2026. If the DSPAD is submitted in full by May 22, 2026, this will likely be sufficient time to begin your project on July 1, 2026. Please do not submit the DSPAD prior to May 22, 2026.
4. If you have any questions during the PAD process, please contact Donna Coleman, djcoleman@nchfa.com and (919) 981-5006 or Michael Handley, mghandley@nchfa.com and (919) 877-5627.
5. The DSPAD submittal does not constitute approval of your organization’s policies or any other documentation for the project. Your assigned case manager may ask for WORD documents of your policies for review, in particular, or for additional/corrected items as appropriate.

B. DocuSign PAD outline procedure

1. An email memo with all PAD documents attached will be sent prior to the emailing of the DocuSign PAD link. These documents should be completed and ready to upload in the DSPAD. It is expected that this email will be transmitted on April 20, 2026.
2. The DSPAD will be routed in a fixed order with the Project Administrator, identified on page 1 of the submitted ESFRLP28 application, receiving the DSPAD first to complete the document and upload the attachments.
3. The DSPAD will then be routed to the Chief Administrative Official (CAO), identified on page 1 of your submitted application, for signature. The CAO will then designate their witness in DocuSign.
4. The DSPAD will then be routed to the designated witness for the final signature.
5. The ESFRLP28 DSPAD is due by 5:00 PM, December 31, 2026.
6. At this time, case managers have not been assigned. Once your PAD is submitted via DocuSign, it will be assigned to a case manager and you will be notified who your case manager will be for the project.
7. The above procedure is described in detail below.

C. Email with PAD Documents attached: The following documents will be attached to an email for completion and uploaded to the DSPAD:


1. Subrecipient Audit Compliance Form (submit with DocuSign)
2. FFATA Subrecipient Questionnaire (submit with DocuSign)
3. ESFRLP28 State and Federal Audit Regulations (submit with DocuSign)
4. Portal Access Approval Form (submit with DocuSign)
5. ACH Form submittal process guide (submit directly to NCHFA via APVendor@nchfa.com)
6. Federal W9 form (submit directly to NCHFA via APVendor@nchfa.com)
7. NCHFA Guidance for Developing a Four Factor Analysis (submit with DocuSign)
8. Model Policies provided in WORD via email: submit the PROPOSED policies for Assistance and Procurement/Disbursement (submit with DocuSign as appropriate for the procurement activities of your organization)

D. Project Administrator (PA)

1. After opening from the email, the PA will fill in the blue fields. The fields are as follows:
 - a. B – Local Matching Funds – confirm the PAD amount for each source of funds. If the amount is \$0, type in \$0.
 - b. E – Service Area Requirements – confirm the repair funds for each county/service area. Only the awarded service areas will be listed; note that some service areas may have an excluded city listed. If you applied for a county and do not see it listed, it was not awarded for ESFRLP28. The proposed units in the application are not listed; awards are being made with the a minimum of 3 units funded; additional funds may also be accessed in the ESFRLP28 pool on a first come, first to qualify, first served basis.
 - c. E – The public contact for your organization provided in your application will also be listed in this section. Please either confirm the personnel for publishing on the NCHFA website by
 1. entering NA in the data fields provided or
 2. update the personnel, phone and email in the data fields provided.
 - d. F – Fiscal Year and Audits – confirm the start and end date of your organization’s fiscal year (ie – July 1 to June 30 or January 1 to December 31)
 - e. M – ESFRLP Budget for Soft Costs – confirm the Agency recommended budget or provide an adjusted budget in the data fields provided. The overall budget is not to exceed \$14,000.
 - f. All fields must be completed to submit to CAO for signature
 2. Upload the required attachments
 - a. A blue upload box will appear for each item that says “Attach”
 - b. For Matching funds, add the same value as in your organization’s application to confirm the amount OR updated amounts as supported by source documentation.

B. Status of Other Funds - NA

If the Application for Funding stated that other funds would be available to assist with the rehabilitation of the proposed housing units, the Member must provide documentation for each source of funds identified, with the exception of Rural Development 504 funds. The table immediately below summarizes the proposed amount of matching funds according to your application.



Source of Funds	Amount	Confirmed Amount
Volunteer labor	\$0	Value
Donated material	\$0	Value
Matching local funds	\$0	Value
NA	\$0	Value
Total of matching funds committed to the ESFRLP28 project	\$0	Value

Figure 1 Example from document that shows blue icon for uploading document and form fields that must be completed.

- c. To upload a file, click the blue button next to the corresponding item. Click “Upload a File” to select the item, browse to select, and then “Okay.” The file(s) will show up in this dialog box once it’s uploaded.
 1. Some items, such as Organizational Documents, might require multiple documents to be uploaded. You can PDF them together or you can upload them individually to the same dialog box.
- d. Once an item has been uploaded, the blue icon will turn gray, see figure 3 for an example of both gray (document uploaded) and purple/blue (needs document uploaded) box.

e. Check Boxes

1. Check boxes appear in the document which must be chosen by the Project Administrator for the DocuSign submittal to complete.
2. In Section E, you must check the box to confirm the Service Area and initial set aside. You can not submit the document until this item is checked.
3. In Section M, there are two check boxes but you can only choose one. If you choose a., no further action is required. If you choose b, you must enter the proposed soft cost budget in the locations provided, not to exceed \$14,000.
4. See two figures below:

E. Service Area Requirements and Public Contact (Review and Complete this section)
Your Application for Funding was approved for the following service area and amount:

Service Area	Approved Program Funds
Chowan, Perquimans and Washington	\$273,000

Your public contact's phone number will be published on the Agency website which is linked by several government and other resources. This person should be able to receive phone calls during most normal business hours and be knowledgeable about who in your organization can assist the public with access to the ESFRLP program. If the person listed below from your organization's application has changed, update the information by filling in the data fields provided below. If there is no change, place "NA" in each data field.

Name	Phone	E-mail
NinaCriner	252-426-5753, Ext. 7098	ncriner@accog.org
<input type="text"/>	<input type="text"/>	<input type="text"/>

F. Fiscal Year and Audits. (Complete this section)
Members will be required to submit reports as required under NC State General Statute 143C-6-23 (Non-Government Organizations) or NC State General Statute 159-34 (Units of Local Government). Fiscal year begins and ends .

M. ESFRLP Budget for Soft Costs
The Agency recommended ESFRLP28 budget for soft costs is provided below for your review and acceptance or your organization may propose to adjust the recommended budget.

Please check the appropriate response.

a. Member accepts Agency-recommended budget (per table below); or

b. Member proposes to adjust the budget as follows (awardee complete on page 4)

ESFRLP Soft Costs/unit		ESFRLP2801
1.	Outreach & Advertising	\$500
2.	Environmental Review preparation	\$800
3.	Asbestos testing/clearance	\$900

Figure 2 and 3 Examples showing a check box that must be completed.

5. Any word documents uploaded will be converted to a PDF. Once your case manager is assigned, they might contact you by email to request the Word document sent for easier editing.
- f. All blue attachments must be uploaded (indicated by the gray icon) in order for the PA to finish and submit to the CAO for signature. Click “Finish” to complete your portion of the PAD and send to the CAO for signature.

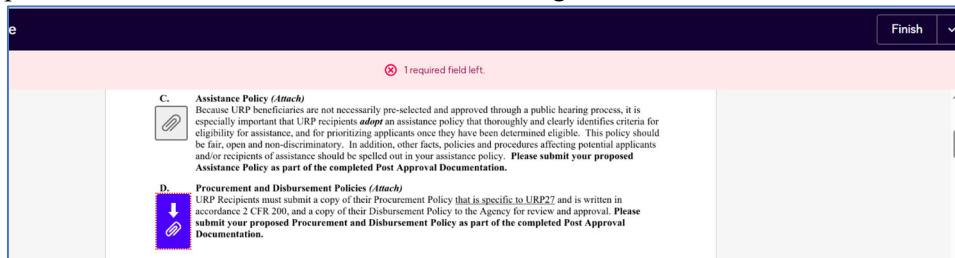


Figure 3 Example of document that cannot be submitted because only one attachment has been uploaded (gray box). The blue or purple box indicates that an attachment is still needed.

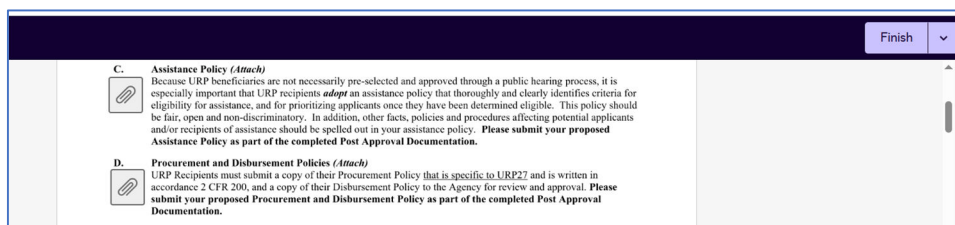


Figure 4 Example of document that can be submitted (purple Finish button) because both attachments have been uploaded as indicated by two gray boxes.

- g. At any time, you can download the DSPAD as a PDF document. The download will include fields you have completed and documents you have uploaded. Choose to download the documents separately (each attachment will be its own item) or combined (everything in 1 PDF).

E. Chief Administrative Official (CAO)

- a. CAO will not receive an email from DocuSign until the PA has completed their part. Once the fields are completed and documents uploaded, DocuSign will route the PAD to the CAO for signature.
- b. After opening DocuSign from email, a dialog box will open asking for the contact information for the CAO’s witness/attest. Type the name and email for the person that will be attesting the CAO’s signature in this box. Click “Continue.”

Figure 5 Example of the popup window for the CAO to enter the information for the person that will witness their signature.

- c. DocuSign will then allow you to apply your signature. Apply the signature at the indicated location. On the next line, there will be an empty field for you to type your title. If you hover over the field, a note will pop up instructing you to type in your title.

Figure 6 Example of signature box and title field.

- d. Click “Finish.” The document will now route to the person you listed for attesting/witnessing your signature.

F. CAO Witness/Attest

- a. When you open the link from the DocuSign email, a dialog box will open asking for your identifying information. For the address, type in the name of the organization you work for.

Figure 7 Example of the pop-up for the witness to enter their information before signing. For address, put your organization name.

- b. Once completed, apply your signature. Your title should pull from the information initially typed in. If not, you'll need to type in your title on the next line.
- c. Click "Finish."

G. DSPAD completion: Once the DSPAD has been signed by both the CAO and the witness, all parties, including the PA, will receive an email that the document has been completed. The PA should download all documents (either combined or separate) and save a copy in the project file. NCHFA will assign your project to a case manager and you will receive notification of you case manager.