# Urgent Repair Program (URP)

Project Management Report (PMR) Training Guide

December 4, 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	July
April 30	Subsequent Report	Jan
July 31	Subsequent Report	Apri
October 31	Subsequent Report	July
February 14	Final Report	Octo



### 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

						_			
Recipient orga	anization:	Rebuil	ding P	oe Count	9	Date of Rep	ort: Ja	inuary 31,	2024
Reporting pe	riod: From:	July 1, 2023		to: Decen	nber 31, 2023	Funding Agr	eement No:	URF	2355
Report prepare	ed by:		Mark T	wain		Phone numb	er: 🕴	919-123-4	567
JRP Repair Al	llocation (per F	unding Agreemer		\$120,00	0	Participant T	°ax ID #	56-123	4567
		unding Agreemer		\$12,000	)	Total URP A	ware	\$132,00	00
		sts only) per appro	wed App	lication:	\$17,000	Case Manag	ier:	Sarah Z	
	ate (per Fundine			cember 3		Number of			12
	Account E								
	ning Balance								
-	-	 ir funds received fro		A prior to re	porting period			\$60	0.000
		come received prior							\$0
	-	ents by Recipient pr						-	\$0
		beginning balance ,							
	pts Since La						(		
		nds received from N			-				\$0
		nas receivea rrom in Program fund depo							\$0 \$0
		e last report <i>(a. plu</i>							\$0
		ements Since L						<u> </u>	40
									9.000
	-	costs							
		sements since last r							
To Mak D.	enair baland	a of LIDD funds	on has					ი <mark>-                                   </mark>	D EEO
4. net n	-pair barres	e of URP funds		·····	····· (	1.d. pNis 2.c. m	mus X.c., (=	ητι τ <mark>α φαι</mark>	5,000
	Account E			····		La, plus 2.c. m	mus X.c., (=	·) <mark>φΖι</mark>	s,000
3. Admin A	Account E	3alances							
B. Admin #	Account E of URP Admin	Balances n funds received fro	m NCHF	A prior to rep	porting period				
3. Admin / 1. Sum 2. URF	Account E n of URP Admin P Admin funds i	Balances n funds received fro requested for this r	m NCHF eport	A prior to re	porting period				
<ul> <li>Admin #</li> <li>1. Sum</li> <li>2. URF</li> <li>3. Tot:</li> </ul>	Account E a of URP Admin P Admin funds al of URP Adm	Balances n funds received fro requested for this re in funds requested (	m NCHF eport to date f	A prior to rep or project	porting period				
B. Admin / 1. Sum 2. URF 3. Tota	Account E a of URP Admin P Admin funds al of URP Adm	Balances n funds received fro requested for this r	m NCHF eport to date f	A prior to rep or project	porting period				
B. Admin / 1. Sum 2. URF 3. Tot: C. Key Ind	Account E a of URP Admin P Admin funds al of URP Adm	Balances n funds received fro requested for this re in funds requested nd Progress 1	m NCHF eport to date f <b>low ar</b> e	A prior to rep or project	porting period				\$0
<ul> <li>B. Admin <i>I</i></li> <li>1. Sum</li> <li>2. URF</li> <li>3. Tot:</li> <li>C. Key Ind</li> <li>7. Months</li> </ul>	Account E n of URP Admin P Admin funds al of URP Adm licators ar	Balances n funds received fro requested for this r in funds requested nd Progress 1	m NCHF eport to date f <b>Fow ar</b> e ercent of	A prior to rep or project <b>d Goals</b>	ts nz	7. Percent (			
B. Admin A 1. Sum 2. URF 3. Tot: C. Key Ind 7. Months complet	Account E n of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date	Balances n funds received fro requested for this re in funds requested for nd Progress 7 12 ~ 4. Po co	m NCHF eport to date f <b>fow ar</b> ercent of ompleted	A prior to rep or project <b>d Goals</b> targeted uni	oorting period	7. Percent o units 30	of complete - 50% AMI .		\$0 50%
B. Admin A 1. Sum 2. URF 3. Tot: C. Key Ind 7. Months complet 72. Percent	Account E n of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date	Balances n funds received fro requested for this re- in funds requested for nd Progress 1 12 <sup>7</sup> 4. Pro- co 302 <sup>7</sup> 5. A	m NCHF eport to date f <b>fow an</b> ercent of ompleted verage c	A prior to rep or project <b>d Goals</b> targeted uni	ts 0%	7. Percent of units 30 78. Percent of	of complete - 50% AMI .		\$0
<ul> <li>Admin A</li> <li>Sum</li> <li>URF</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Months complet</li> <li>P2: Percent</li> </ul>	Account E n of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed	Balances In funds received fro requested for this re- in funds requested for Ind Progress 1 12 <sup>4</sup> 4. P. 22% <sup>5</sup> . A 32% <sup>5</sup> . A	m NCHF eport to date f ow ar ercent of ompleted verage c eeded to	A prior to rep or project <b>d Goals</b> targeted uni 	ts 0%	7. Percent of units 30 78. Percent of	of complete - 50% AMI . of complete		\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Months complet</li> <li>Percent time use</li> <li>Percent</li> </ul>	Account E n of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12         "4. Progress 1            32%         "5. A </td <td>m NCHF eport to date f ow ar ercent of ompleted verage c eeded to ercent of</td> <td>A prior to rep or project <b>d Goals</b> targeted uni</td> <td>oorting period ts0z 0z </td> <td>7. Percent of units 30 78. Percent of</td> <td>of complete - 50% AMI . of complete</td> <td></td> <td>\$0 50%</td>	m NCHF eport to date f ow ar ercent of ompleted verage c eeded to ercent of	A prior to rep or project <b>d Goals</b> targeted uni	oorting period ts0z 0z 	7. Percent of units 30 78. Percent of	of complete - 50% AMI . of complete		\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Months complet</li> <li>Percent time use</li> <li>Percent</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar icon date of project ed of URP spent	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12         74. Progress 1            32%         75. A            24%         76. Progress	m NCHF eport to date f ow ar ercent of ompleted verage c eeded to ercent of	A prior to rep or project <b>d Goals</b> targeted uni 	oorting period ts0z 0z 	<ul> <li>7. Percent ( units 30</li> <li>78. Percent ( units bel)</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Months complet</li> <li>Percent time use</li> <li>Percent funding</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed of URP spent Certific	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12         "4. Pi            12         "5. A            24%         "6. Pi               24%         "ation:	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted uni	oorting period ts 0% honth 0.38 1	<ul> <li>7. Percent ( units 30</li> <li>8. Percent ( units bel)</li> <li>Report Ty</li> </ul>	of complete - 50% AMI of complete ow 30% AM	:d [	\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Key Ind</li> <li>Nonths complet</li> <li>Percent time use</li> <li>Percent funding</li> <li>I Certify the</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed of URP spent Certific at the informati	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12       "4. Progress 1            12       "4. Progress 1          12       "5. A          32%       "5. A          24%       "6. Progress 1          24%       10          24%       10          24%       10          24%       10          10       10	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted uni l ompletions/n finish on time matching fur o date	oorting period ts 0% nonth 0.98 ids 0%	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units bel</li> <li>Report Ty</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Key Ind</li> <li>Nonths complet</li> <li>Nonths complet</li> <li>Percent time use</li> <li>Percent funding</li> <li>I Certify the</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed of URP spent Certific	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12       "4. Progress 1            12       "4. Progress 1          12       "5. A          32%       "5. A          24%       "6. Progress 1          24%       10          24%       10          24%       10          24%       10          10       10	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted uni l ompletions/n finish on time matching fur o date	oorting period ts 0% honth 0.38 1	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units bel</li> <li>Report Ty</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
<ul> <li>Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Key Ind</li> <li>Nonths complet</li> <li>Percent time use</li> <li>Percent funding</li> <li>I Certify the</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed of URP spent Certific at the informati	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12       "4. Progress 1            12       "4. Progress 1          12       "5. A          32%       "5. A          24%       "6. Progress 1          24%       10          24%       10          24%       10          24%       10          10       10	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted unit matching fun o date Quarterly Repair D	oorting period ts 0% nonth 0.98 ids 0%	<ul> <li>7. Percent of units 30</li> <li>8. Percent of units believed</li> <li>Report Ty</li> <li>equest</li> </ul>	of complete - 50% AMI . of complete ow 30% AM	:d [	\$0 50%
<ul> <li>B. Admin A</li> <li>Sum</li> <li>Sum</li> <li>URF</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Tot:</li> <li>Months complet</li> <li>Months</li> <li>C. Key Ind</li> <li>Months</li> <li>Percent time use</li> <li>Percent funding</li> <li>I Certify the</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar s remaining to tion date of project ed of URP spent Certific at the informati	Balances         n funds received fro         requested for this re-         in funds requested for         nd Progress 1            12       "4. Progress 1            12       "4. Progress 1          12       "5. A          32%       "5. A          24%       "6. Progress 1          24%       10          24%       10          24%       10          24%       10          10       10	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted uni 	ts 0% honth 0.98 ds 0%	<ul> <li>7. Percent of units 30</li> <li>8. Percent of units beling</li> <li>Report Ty</li> <li>equest</li></ul>	of complete - 50% AMI of complete ow 30% AM	:d [	\$0 50%
<ul> <li>B. Admin <i>I</i></li> <li>1. Sum</li> <li>2. URF</li> <li>3. Tot:</li> <li>3. Tot:</li> <li>C. Key Ind</li> <li><sup>1</sup>. Months complet</li> <li><sup>1</sup>2. Percent time use</li> <li><sup>1</sup>3. Percent funding</li> <li>I Certify the Report is c</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar is remaining to tion date of project ed of URP ispent Certific at the informati complete and ac	Balances In funds received fro requested for this re- in funds requested for Ind Progress 1 Ind Progress	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted uni i matching fur o date Quarterly Repair D Admin D Final Rep	oorting period ts0% honth% ds% y Report isbursement R isbursement R	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li>Report Ty</li> <li>equest</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
<ul> <li>B. Admin <i>I</i></li> <li>1. Sum</li> <li>2. URF</li> <li>3. Tot:</li> <li>3. Tot:</li> <li>C. Key Ind</li> <li><sup>1</sup>. Months complet</li> <li><sup>2</sup>. Percent time use</li> <li><sup>1</sup>3. Percent funding</li> <li>I Certify the Report is c</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar icon date of project ed of URP spent Certific at the informati complete and account of the Authorized Sig	Balances In funds received fro requested for this re- in funds requested in <b>ID Progress 1</b> 12 <sup>44</sup> , Po 24 75, A 75, A 75, A 76, Po 76,	m NCHF eport to date f owpletec verage c seded to ercent of vested to	A prior to rep or project <b>d Goals</b> targeted unit matching fun o date Quarterly Repair D Admin D Final Rep <i>VPMare chece</i>	oorting period ts 0% honth 0.98 ds 0% Report isbursement R	<ul> <li>7. Percent a units 30</li> <li>78. Percent a units bel</li> <li><b>Report Ty</b></li> <li>equest</li></ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
<ul> <li>B. Admin <i>I</i></li> <li>1. Sum</li> <li>2. URF</li> <li>3. Tot:</li> <li>3. Tot:</li> <li>C. Key Ind</li> <li><sup>1</sup>. Months complet</li> <li><sup>2</sup>. Percent time use</li> <li><sup>1</sup>3. Percent funding</li> <li>I Certify the Report is c</li> </ul>	Account E of URP Admin P Admin funds al of URP Adm licators ar is remaining to tion date of project ed of URP ispent Certific at the informati complete and ac	Balances In funds received fro requested for this re- in funds requested 1 Ind Progress 1	m NCHF eport to date f ompletec verage c seded to ercent of vested t	A prior to rep or project <b>d Goals</b> targeted uni inst on time matching fur o date Quarterly Repair D Admin D Final Rep <i>VPN-are chore</i> <i>Cart Forgert</i> 2	oorting period ts 0% honth 0.98 ds 0% generation isbursement R isbursement R port"	<ul> <li>7. Percent ( units 30</li> <li>8. Percent ( units bel)</li> <li>8. Percent ( units bel)</li> <li>8. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 50%
B. Admin A 1. Sum 2. URF 3. Tot: C. Key Ind 7. Months complet 72. Percent time use 73. Percent funding I Certify the Report is c	Account E of URP Admin P Admin funds al of URP Adm licators ar remaining to tion date of project ed of URP spent Certific at the informati complete and account Authorized Sig Chief Administr	Balances In funds received fro requested for this re- in funds requested 1 Ind Progress 1	m NCHF eport to date f ompleted verage c eeded to ercent of vested t	A prior to rep or project <b>d Goals</b> targeted uni insh on time matching fur o date Quarterly Repair D Admin D Final Rep <i>Valuar chec</i> <i>Cart Supertu</i>	ts 0% ts	<ul> <li>7. Percent of units 30</li> <li>8. Percent of units believed</li> <li>8. Percent of units bel</li></ul>	of complete - 50% AMI of complete ow 30% AM	:d	\$0 50%
B. Admin <i>I</i> 1. Sum 2. URF 3. Tot: C. Key Ind 7. Months complet 72. Percent time use 73. Percent funding I Certify the Report is c	Account E of URP Admin P Admin funds al of URP Adm licators ar icon date of project ed of URP spent Certific at the informati complete and account of the Authorized Sig	Balances In funds received fro requested for this re- in funds requested 1 Ind Progress 1	m NCHF eport to date f ompleted verage c eeded to ercent of vested t	A prior to rep or project <b>d Goals</b> targeted uni inst on time matching fur o date Quarterly Repair D Admin D Final Rep <i>VPN-are chore</i> <i>Cart Forgert</i> 2	oorting period ts 0% honth 0.98 ds 0% generation isbursement R isbursement R port"	<ul> <li>7. Percent ( units 30</li> <li>8. Percent ( units bel)</li> <li>8. Percent ( units bel)</li> <li>8. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> <li>9. Percent ( units bel)</li> </ul>	of complete - 50% AMI of complete ow 30% AM	:d	\$0 50%

- 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	building Poe (	County		Date of Report:	Jan	uary 31, 2024
Reporting period: Fr	om: July 1, 2023	3 to:	Decem	per 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	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,	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:

		5 5	
	4	a. Sum of URP Repair funds received from NCHFA prior to reporting period	\$60,000
	1	b. Sum of Program Income received prior to reporting period	\$0
	(	c. Sum of disbursements by Recipient prior to reporting period	\$0
		d. Total URP Project beginning balance (a. plus b. minus c.)	\$60,000
	2. 1	Receipts Since Last Report:	
	i	a. Program Repair funds received from NCHFA since last report	\$0
	1	b. Interest earned on Program fund deposits during this reporting period	\$0
	(	c. Total receipts since last report (a. plus b.)	\$0
3	3. 1	Recipient Disbursements Since Last Report:	
		a. URP-eligible hard costs	\$29,000
	1	b. Program Support	\$2,450
		c. Total repair disbursements since last report (a. plus b.)	\$31,450
4	<b>4.</b> 1	Net Repair balance of URP funds on hand:	\$28,550
<b>B</b> . 4	Adı	min Account Balances	
1	ĺ.	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 completed	7.	Percent of completed units 30 - 50% AMI
2.	Percent of project time used	5.	Average completions/month needed to finish on time 0.98	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

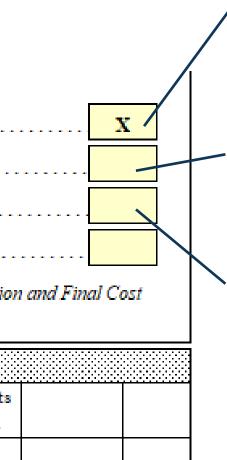




	Ce	rtification:			Report Type	
I Certify	that the inform	ation contained in this Report	Quarter	ily Report		
is compl	ete and accura	te.	Repair	Disbursement Requ	est	
			Admin	Disbursement Requ	iest	
			Final R	eport*		
	Authorize	ed Signature/Date	*(Please che	ck this box and attach	the Certification	of Completie
	(Chief Adn	ninistrative Official)	Report when	you close your Proje	ct.)	
		For NC Hot	using Finance Ag	ency Uze Only		
Date	Date	Disbursement	Review and Appr	oval	Units	Date Unit:
Received	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered
			s	1 1		
			Page I o	of 3		re

Required signature by CAO (who signed application)

12



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 C	AROLINA HO				NCY					
					URGENT RI					_				
				PROJEC	T MANA	AGEME	NT	RE.	PORT					
Date o	of Repo	ort: Ja	nuary 31, 2024	Recipient:				Re	building P	oe Coun	ty			
D. Fiı	nancial	Status Repo	ort on all units a	ssisted to date: c	ompleted and	d units in pr	ogres	s						
8	g	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	URP	Other	hard costs	URP	Total	
Revision DU	Unit opletion Date	middle initial	of	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URP \$	URP \$
2   ~	8	of homeowner	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	
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	
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
21														
22														
23														
24														
25														
		а	Totals on units c	ompleted or in-pro	gress during	this quarter		3,150	\$29,000			\$2,450	\$31,450	
		h	Totals on units of	ompleted prior to	reporting perio	d		3,220	,,			12,100		
		c	Cumulative totals	s to date $(a + b)$ .				3,150	\$29,000			\$2,450	\$31,450	
		C	Controlative could	, to Sate (a - 0)				5,150	020,000			92,100	451,450	

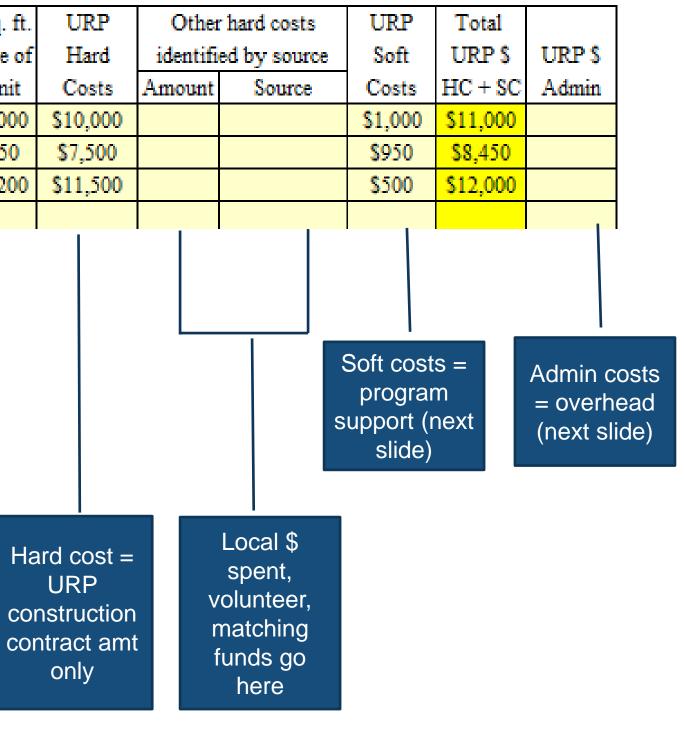
• Page 2

- 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





Image: State of the second	pleted code	County of completed unit		
Image: Instrument of the second se	-	-	ode size o	f Hard
Image: Instrument of the second se	14 C	unit		
2       Alice B.       Hoffman       2003 Magical Dr       Poeville       Poe         3       Ray       Bradbury       451 Fahrenheit Blvd       Usher       Poe         4       4       4       4       4       4       4         This must have date to enter admin       Homeowner information       Homeowner information	at		unit	Costs
3     Ray     Bradbury     451 Fahrenheit Blvd     Usher     Poe       4	<b>be</b> 27654	Poe	7654 1,000	\$10,00
This must have date to enter admin Homeowner information	<b>be</b> 27654	Poe	7654 950	\$7,50
This must have date to enter admin	oe 27654	Poe	7654 1,200	\$11,50
have date to enter admin Homeowner information				
(last column) comes from their application			H	ard cost



# 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

							.00	LC	1 1	<b>1</b>	-					
Date of	f Repo	ort: January 31, 2024	Re	cipi	ient	:	Rebu	ilding	Poe	Coun	ıty					
E. B	enefic	ciary Report on all units as	ssisted to	date	e: co	mp	leted a	and u	nits i	n pro	gress	5				
Revision	Completion Date	Homeowner's last name and first initial	Annual household income	cate	<50	of	Elderly (62 +)	Hdcp/	al need Large (+5)	Lead				Hispanic	Breif description of repairs/ modifications performed on completed units	Accembility Medifications
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																
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																T
25																
a. Totals	s on uni	its completed or in-progrees this qu	\$49,800	2	1	3	2	2				1				
		ts completed prior to reporting peri														
c. Cumu	lative to	otals to date (a + b)	\$49,800	2	1	3	2	2				1				
	needs:	level; and,						o serve	d in the	active	e militar	y, nav	val, or air service, and who was discharge	d or re	eleased 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

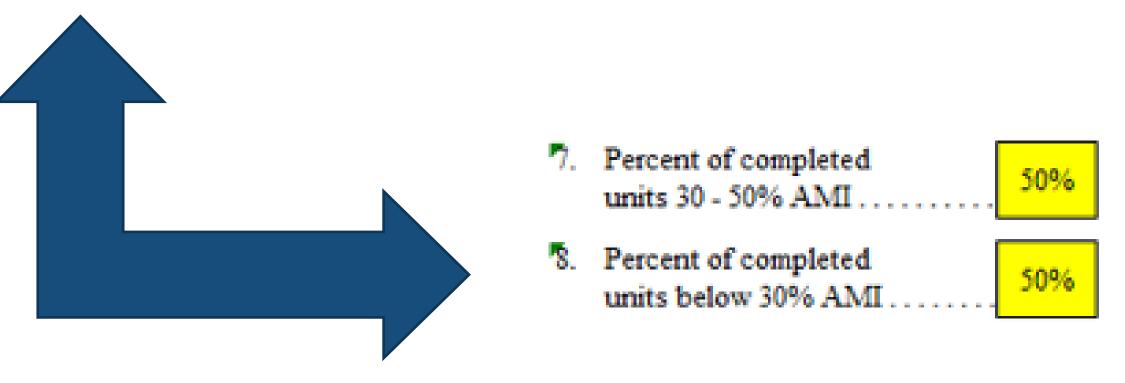
Date of Repo	ort: January 31, 2024	Recipient:	Reb	uilding	Poe Coun	ity					
E. Benefic	ciary Report on all units a	ssisted to date: con	apleted	l and un	its in pro	gress	:				
Revision Unit Completion Date	Homeowner's last name and first initial	Annual Income S household category income <30 <50 H	of Elder	ly Hdcp/	—	-		(C) THEOREM THE THEOREM IN A THEOREM	Hispanic	Breif description of repairs/ modifications performed on completed units	Accentifiery Medifications
1	Patterson, J.	\$25,000 X	2 X					Black/African American (12)		Roof	
2	Hoffman, A.	\$15,000 X	1 X	Х				White (11)		Ramp, shower modifications	Х
3	Bradbury, R.	\$9,800 X		Х			Х	Black/African American (12)		Floors, HVAC	
4											
evision olumn – e in future orts if you make hanges	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		n oi n fi tł	ousehol nust mee ne speci eed. On Il in thos nat apply ave othe blank	et al ly e /,		From application		description brief	Place here if v include accessi modifica

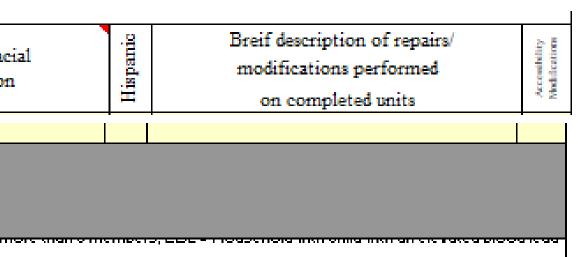
Χ" vork lan oility ation

							-				-	_		
uo		00	TT 1.1.	Annual	Inc	ome	Size		Speci	al need:	s cate <u>c</u>	lory <b>"</b>		TT 1 11
Revision	Child and	Date	Homeowner's last name and first initial	household				-		Large	Lead	Single	Vet-	Household rac composition
22		č	and first initial	income	<30	<50	НН	(62+)	Dsbl	(+5)	EBL	paren	eran	composition
4	5	•		•				•	•	•				
a. To	otals o	n unit	s completed or in-progrees this qu	\$49,800	2	1	3	2	2				1	
Б. То	otals o	n unit	s completed prior to reporting peri											
c. Ci	umulat	ive to	otals to date (a + b)	\$49,800	2	1	3	2	2				1	
			laual, and			ノ		<del>////00/</del>		anaroaj	<del>bea o</del>			

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.





- 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

lecipient or	ganization:	Rebuildi	ng Po	e County		Date of Rep	ort:	April 15, :	2024
Reporting p	eriod: From:	January 1, 2024	to	: Marc	h 31, 2024 🔹	Funding Agr	eement No	: URF	P2355
Report prepa	red by:	M	lark Twa	ain		Phone numb-	er:	919-123-4	1567
JRP Repair A	Allocation (per l	Funding Agreemer		\$120,000		Participant T	Tax ID #	56-123	4567
JRP Admin A	llocation (per F	Funding Agreemer		\$12,000		Total URP A	ware	\$132,0	00
'otal matchin	g funds (hard c	osts only) per approve	ed Applie	ation:	\$17,000	Case Manag	jer:	Sarah Z	linn
ompletion D	ate (per Fundir	ng Agreement):	Dec	ember 31,	, 2024	Number of	units targ	jeted:	12
	Account								
1. Begin	nning Balanc	:e:							
a. Su	m of URP Repa	air funds received from	NCHEA	prior to rep	orting period.			<mark>\$6</mark>	0,000
		ncome received prior t							\$0
		ents by Recipient prio							
		t beginning balance /a	. pNis b. i	minus c.j	•••••	• • • • • • • • • • • • • • • • • • • •	(:	=) <mark>\$5</mark>	1,550
2. Rece	ipts Since L	ast Report:							
		unds received from NC							\$0
		Program fund deposi							\$0
		ce last report <i>(a. pNvs i</i>			• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • •	(:	=)	\$0
		sements Since Las							
	-	l costs							1,300
		irsements since last rep							
c. 10	carrepair dispu	n sements since fast rep					•		
_									
4. Net F	Repair balan	ce of URP funds o	on hand	=	<i>n</i>	d. phys 2.c. m	inus S.c., (:	=) <mark>_\$</mark>	6,820
	Repair balan Account l		on hand	=		d, plus 2.c. m	inus S.c., (:	=) <mark>\$</mark>	6 <u>,820</u>
3. Admin	Account I								6 <u>,820</u> \$0
3. Admin [1. Su	Account I m of URP Adm	Balances in funds received from	NCHFA	prior to rep	orting period .				
3. Admin 1. Su 2. UF	Account I m of URP Adm RP Admin funds	Balances in funds received from requested for this rep	NCHFA	prior to rep	orting period .				\$0 :1,845
3. Admin <sup>7</sup> 1. Su <sup>7</sup> 2. UF <sup>7</sup> 3. To	Account I m of URP Adm RP Admin funds tal of URP Adr	Balances in funds received from requested for this rep min funds requested to	NCHFA ort date for	prior to rep	orting period .				\$0 :1,845
3. Admin <sup>7</sup> 1. Su <sup>7</sup> 2. UF <sup>7</sup> 3. To	Account I m of URP Adm RP Admin funds tal of URP Adr	Balances in funds received from requested for this rep	NCHFA ort date for	prior to rep	orting period .			<mark>\$</mark>	\$0 :1,845
<ul> <li>Admin</li> <li>1. Su</li> <li>2. UF</li> <li>3. To</li> <li>C. Key Inc</li> <li>7. Month</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr	Balances in funds received from requested for this rep min funds requested to nd Progress To 9 4. Per-	NCHFA ort date for <b>ow ard</b> cent of to	prior to rep	orting period .	7. Percent o			\$0 :1,845
<ol> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>To</li> <li>Key Inc</li> <li>Month compl</li> <li>Percer</li> </ol>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a hs remaining to	Balances in funds received from requested for this rep nin funds requested to nd Progress To 	NCHFA date for ow ard cent of to apleted . crage con	prior to rep project <b>Goals</b> argeted units	orting period .	<ul> <li>Percent o units 30</li> <li>Percent o</li> </ul>	of complete 50% AMI		\$0 :1,845 :1,845
<ul> <li>Admin</li> <li>Suite</li> &lt;</ul>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a dis remaining to etion date at of project sed	Balances in funds received from requested for this rep min funds requested to nd Progress To 9 <sup>4</sup> 4. Per- con 9 <sup>5</sup> . Ave nee	NCHFA ort date for <b>ow ard</b> cent of to apleted. trage con ded to fi	prior to rep project <b>Goals</b> argeted units apletions/me nish on time	orting period .	<ul> <li>Percent o units 30</li> <li>Percent o</li> </ul>	of complete - 50% AMI		\$0 :1,845 :1,845 :1,845
<ul> <li>Admin</li> <li>Suite</li> &lt;</ul>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a dis remaining to etion date at of project sed	Balances in funds received from requested for this rep min funds requested to nd Progress To 9 <sup>4</sup> 4. Per- con 9 <sup>5</sup> 5. Ave nee	NCHFA date for oward cent of ta apleted . arage con ded to fin cent of m	prior to rep project <b>Goals</b> argeted units	orting period . 	<ul> <li>Percent o units 30</li> <li>Percent o</li> </ul>	of complete - 50% AMI		\$0 :1,845 :1,845 :1,845
<ul> <li>Admin</li> <li>Suite</li> &lt;</ul>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> is remaining to etion date it of project sed it of URP g spent	Balances in funds received from requested for this rep min funds requested to nd Progress To 9 44. Per- con 9 5. Ave need 9 76. Per- inve	NCHFA date for oward cent of ta apleted . arage con ded to fin cent of m	prior to rep project <b>Goals</b> argeted units apletions/me nish on time atching func	orting period . 	<ul> <li>Percent o units 30</li> <li>Percent o units belo</li> </ul>	of complete - 50% AMI of complete ow 30% AM		\$0 :1,845 :1,845 :1,845
<ol> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Inc</li> <li>Month completion</li> <li>Month completion</li> <li>Percentime use</li> <li>Percenfundin</li> </ol>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a dicators a di	Balances in funds received from requested for this rep min funds requested to nd Progress To 9 "4. Per- con 9 "5. Ave nee 	NCHFA ort date for <b>ow ard</b> cent of ta apleted . arage con ded to fin cent of m	prior to rep project Goals argeted units apletions/me nish on time atching func date	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li>Report Ty</li> </ul>	of complete - 50% AMI of complete ow 30% AM	ed	\$0 :1,845 :1,845 402 602
<ul> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Inc</li> <li>Month compl</li> <li>Month compl</li> <li>Percer time us</li> <li>Percer fundin</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> is remaining to etion date is of project sed is of URP g spent Certific hat the informat	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9 "4. Per- con 9 "5. Ave nee 	NCHFA ort date for <b>ow ard</b> cent of ta apleted . arage con ded to fin cent of m	prior to rep project Goals argeted units mpletions/me nish on time atching func date Quarterly	orting period . 	<ul> <li>Percent of units 30</li> <li>Percent of units below</li> <li>Report Ty</li> </ul>	of complet - 50% AMI of complet ow 30% AM	sd [	\$0 :1,845 :1,845 :1,845
<ul> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Ind</li> <li>Month compl</li> <li>Month compl</li> <li>Percer time us</li> <li>Percer fundin</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a dicators a di	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9 "4. Per- con 9 "5. Ave nee 	NCHFA ort date for <b>ow ard</b> cent of ta apleted . arage con ded to fin cent of m	prior to rep project Goals argeted units atching func date Quarterly Repair Dis	orting period . 	<ul> <li>Percent o units 30</li> <li>Percent o units belo</li> <li>Report Ty</li> <li>quest</li> </ul>	of complete - 50% AMI of complete ow 30% AM	sd [	\$0 :1,845
<ul> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Inc</li> <li>Month compl</li> <li>Month compl</li> <li>Percer time us</li> <li>Percer fundin</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> is remaining to etion date is of project sed is of URP g spent Certific hat the informat	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9 "4. Per- con 9 "5. Ave nee 	NCHFA ort date for <b>ow ard</b> cent of ta apleted . arage con ded to fin cent of m	prior to rep project Goals argeted units atching func date Quarterly Repair Dis Admin Dis	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li>Report Ty</li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	دط دط دط ال	\$0 :1,845 :1,845 402 602
<ol> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Inc</li> <li>Month compl</li> <li>Month compl</li> <li>Percer time us</li> <li>Percer fundin</li> </ol>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> is remaining to etion date is of project sed is of URP g spent Certific hat the informat	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9 "4. Per- con 9 "5. Ave nee 	NCHFA ort date for <b>ow ard</b> cent of ta apleted . arage con ded to fin cent of m	prior to rep project Goals argeted units atching func date Quarterly Repair Dis Admin Dis	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li>Report Ty</li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	دط دط دط ال	\$0 :1,845
<ol> <li>Admin</li> <li>Su</li> <li>UF</li> <li>UF</li> <li>To</li> <li>Key Inc</li> <li>Month completion</li> <li>Month completion</li> <li>Percertime us</li> <li>Percerfundin</li> <li>Percerfundin</li> </ol>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> is remaining to etion date is of project sed is of URP g spent Certific hat the informat	Balances in funds received from requested for this rep min funds requested to nd Progress To 	NCHFA ort ow ard ow ard ow ard out of to pleted . cent of to cent of m ested to o	prior to rep project Goals argeted units npletions/me nish on time atching func date Quarterly Repair Dis Admin Dis Final Rep	orting period . 	<ul> <li>Percent o units 30</li> <li>Percent o units belo</li> <li>Report Ty</li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	sd sd %d	\$0 :1,845
<ul> <li>Admin</li> <li>1. Su</li> <li>2. UF</li> <li>3. To</li> <li>C. Key Inc</li> <li><sup>1</sup>. Month compl</li> <li><sup>2</sup>. Percer time u:</li> <li><sup>3</sup>. Percer fundin</li> <li>I Certify th Report is</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr dicators a dicators a dicators a dicators a dicators a dicators a dicators a dicators a certific hat the informat complete and a	Balances in funds received from requested for this rep min funds requested to <b>nd Progress To</b> 	NCHFA ort ow ard ow ard ow ard out of to opleted . stage con ded to fin cent of m ested to c	prior to rep project Goals argeted units npletions/me nish on time atching func date Quarterly Repair Dis Admin Dis Final Rep Floare check	orting period . 	<ul> <li>Percent o units 30</li> <li>Percent o units belo</li> <li>Report Ty</li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	sd sd %d	\$0 :1,845
<ul> <li>Admin</li> <li>1. Su</li> <li>2. UF</li> <li>3. To</li> <li>C. Key Inc</li> <li><sup>1</sup>. Month compl</li> <li><sup>2</sup>. Percer time u:</li> <li><sup>3</sup>. Percer fundin</li> <li>I Certify th Report is</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> as remaining to etion date at of project sed t of URP g spent Certific hat the informat complete and a	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9"4. Per- con 492"5. Ave nee 492"5. Ave nee 9"5. Per- inve catios: tion contained in this accurate.	NCHFA ort date for <b>pw ard</b> cent of to rage con ded to fin cent of m ested to c	prior to rep project Goals argeted units atching func date Quarterly Repair Dis Admin Dis Final Rep Final Rep	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li><b>Report Ty</b></li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	sd sd %d	\$0 :1,845 :1,845 :1,845 :1,845 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0
<ul> <li>Admin</li> <li>1. Su</li> <li>2. UF</li> <li>3. To</li> <li>C. Key Inc</li> <li><sup>1</sup>. Month compl</li> <li><sup>2</sup>. Percer time u:</li> <li><sup>3</sup>. Percer fundin</li> <li>I Certify th Report is</li> </ul>	Account I m of URP Adm RP Admin funds tal of URP Adr <b>dicators a</b> as remaining to etion date at of project sed t of URP g spent Certific hat the informat complete and a	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9"4. Per- con 492"5. Ave nee 492"5. Ave nee 	NCHFA ort date for ow ard cent of to rage con ded to fil cent of m ested to c	prior to rep project Goals argeted units atching func date Quarterly Repair Dis Admin Dis Final Rep Final Rep	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li><b>Report Ty</b></li> <li>quest</li></ul>	of complete - 50% AMI of complete ow 30% AM	sd sd (1) sd (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	\$0 :1,845 :1,845 :1,845 :1,845 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0
<ul> <li>Admin</li> <li>1. Su</li> <li>2. UF</li> <li>3. To</li> <li>C. Key Inc</li> <li>"1. Month compl</li> <li>"2. Percer time us</li> <li>"3. Percer fundin</li> <li>I Certify tl Report is</li> </ul>	Account I m of URP Adm P Admin funds tal of URP Adr dicators a is remaining to etion date it of project sed it of URP g spent Certific hat the informat complete and a Authorized Si (Chief Administ	Balances in funds received from requested for this rep min funds requested to <b>nd Progress Tc</b> 9"4. Per- con 492"5. Ave nee 492"5. Ave nee 	NCHFA ort date for ow ard cent of to rage con ded to fin cent of m ested to c 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	prior to rep project Goals argeted units atching func date Quarterly Repair Dis Admin Dis Final Rep Final Rep Final Rep	orting period . 	<ul> <li>7. Percent of units 30</li> <li>78. Percent of units below</li> <li>78. Percent of units below</li> <li>78. Percent of units below</li> <li>79. Percent of units below</li>     &lt;</ul>	of complete - 50% AMI of complete ow 30% AM	sd sd (1) sd (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	\$0 :1,845 :1,845 :1,845 :1,845 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0 :0

- Page 1
  - Change dates

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

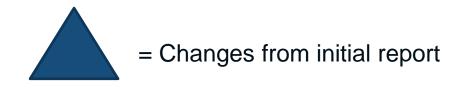
• Update account balances for repair and admin • Key indicators will change (based on pages 2

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

### NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Recipient organization:	Re	building Poe	County		Date of Report:	April 15	, 2024 🔺
Reporting period: Fr	om: January 1, 20	) <mark>24 🔺 t</mark> o:	March	31, 2024 🔺	Funding Agreemen	it No: URP2355	
Report prepared by:		Phone number: 919-123-4567					
URP Repair Allocation (per	Funding Agreement):		\$120,000		Participant Tax ID #	ŧ 56-12	234567
URP Admin Allocation (per	Funding Agreement):		\$12,000		Total URP Award	\$132,	000
Total matching funds (hard	costs only) per approv	\$17,000	Case Manager: Sarah Zinn				
Completion Date (per Fundi	ing Agreement):	Dece	ember 31, 2	024	Number of units t	argeted:	12

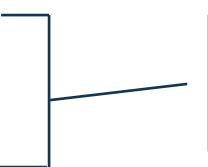


A. R	epa	ir Account Balances
1.	Be	eginning Balance:
	a.	Sum of URP Repair funds received from NCHFA prior to reporting period.
	b.	Sum of Program Income received prior to reporting period
	c.	Sum of disbursements by Recipient prior to reporting period
	d.	Total URP Project beginning balance (a. plus b. minus c.)
2.	Re	eceipts Since Last Report:
	a.	Program Repair funds received from NCHFA since last report
	b.	Interest earned on Program fund deposits during this reporting period \$0
	c.	Total receipts since last report (a. plus b.)
3.	Re	ecipient Disbursements Since Last Report:
	a.	URP-eligible hard costs
	b.	Program Support
	c.	Total repair disbursements since last report (a. plus b.)
4.	Ne	et Repair balance of URP funds on hand:
R A		in 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
С. К	ey I	Indicators and Progress Toward Goals
٦.		onths remaining to 9 4. Percent of targeted units completed
2.		rcent of project a used
3.		rcent of URP ding 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

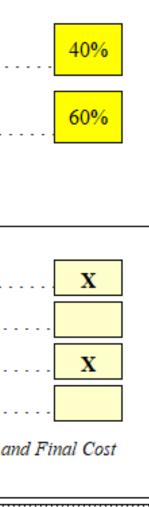
(Chief Administrative Official)

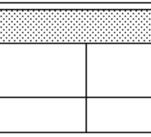
1. Months remaining to Percent of targeted units 7. Percent of completed 25% 9 completion date . units 30 - 50% AMI completed . . . . . . . 2. Percent of project 5. Average completions/month Percent of completed 49% 0.98 needed to finish on time . units below 30% AMI time used . . . . . . . . 3. Percent 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\* ..... Authorized Signature/Date

\*(Please check this box and attach the Certification of Completion and Final Cost Report when you close your Project.)

			For NC Hous	ing Finance Agenc				
Date		Date	Disbursement	Review and Appro	oval	Units	Date Units	
Receiv	eđ	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered	
				\$	1 1			
				Page 1	of 3		revis	sec

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

Date	of Rep	ort	April 15, 2024	Recipient:				Re	building P	loe Coun	tu			
			•						ouliding r	oe coui	ity			
D. F	inancia	I Status Re	port on all units a	issisted to date: c	ompleted and	d units in pr	ogres	s						
uo	w	First name an	d Last name	Street address	City/town	County	Zip	Sq. ft.	URP		hard costs	URP	Total	
Revision	Unit Date	middle initia	l of	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URP \$	URP \$
S.	3	of homeown		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	
	2 12/28/2		Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	\$7,500			\$950	\$8,450	\$845
	3 2/10/2	1009	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27658	1,200	\$11,500			\$500	\$12,000	\$1,000
	4 3/1/24		Morrison	100 Bluest Eye Way	Poeville	Poe	27654	1,150		\$9,000	Local			
	5	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													
	.0													
	1													
	2													
	3													
	.4													
	5													
	.6													
	.7													
	8													
	.9													
	20													
	21													
	22													
	23													
_	24													
	25		The state of the state						A					A4 000
	a Totals on units completed or in-progress during this quarter							5,350 950	\$41,300 \$7,500	\$9,000		\$3,430	\$44,730	\$1,000
	b       Totals on units completed prior to reporting period.         c       Cumulative totals to date (a + b).											\$950	\$8,450	\$845
		L	c Cumulative totals	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:	Sq. ft.	URP	Other 1	hard costs	URP	Total	
	size of	Hard	identifie	d by source	Soft	URP \$	URP \$
	unit	Costs	Amount	Source	Costs	HC + SC	Admin
					•		
a Totals on units completed or in-progress during this quarter	. 3,150	\$29,000			\$2,450	\$31,450	
b Totals on units completed prior to reporting period.							
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 dur	ng this quarter	5,350	\$41,300	\$9,000	\$3,430	\$44,730	\$1,000
b	Totals on units completed prior to reporting p	eriod	950	<b>\$</b> 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

Date	of Rep	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	cate	ome egory <50	of		Hdop/	Large	s cate <u>c</u> Lead EBL		Vet- Ieran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accembility Modulcation
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	X
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																
19																
20																
21																
22																
23																
24																
25																
a. Tot	als on un	its completed or in-progrees this qu	\$64,800	2	2	4	3	2				1				
-		its completed prior to reporting peri		1		1	1	1								
c. Cur	nulative t	otals to date (a + b).	\$79,800	3	2	5	4	3	analoo	pp. a.		1				
*Speci	al needs:	level; and,		/eter	an=A	\ per	son wh	o serve	d in the	active	militar	y, nav	al, or air service, and who was discharge	d or re	leased 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 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 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											
1. Sum of URP Admin funds received from NCHFA	prior to reporting period										
2. URP Admin funds requested for this report	\$4,845										
3. Total of URP Admin funds requested to date for project											
C. Key Indicators and Progress Toward Goals											
1. Months remaining to completion date       6       4. Percent of completed	targeted units 42% 7. Percent of completed 33%										
2. Percent of project       5. Average completions/month       8. Percent of completed         time used       66%       5. Average completions/month       1.14         units below 30% AMI       67%											
409/-	matching funds date										
Certification:	Report Type										
I Certify that the information contained in this Report	Quarterly Report										
is complete and accurate.	Repair Disbursement Request										
	Admin Disbursement Request										
	Final Report*										
Authorized Signature/Date											
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.)										
	* v v v v /										



- 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

A. R	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	<b></b>
	c. Sum of disbursements by Recipient prior to reporting period	\$11,000
	d. Total URP Project beginning balance (a. phus 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	
	c. Total receipts since last report (a. phus b.)	\$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 (a. phus b.)	\$54,200
4.	Net Repair balance of URP funds on hand:	-\$5,200
B. A	lmin 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

С. К	ey Indicators and Progress To	ward	Goals									
٦.	Months remaining to 6	4.		targeted units 50%	cent of completed ts 30 - 50% AMI							
2.	Percent of project 66%	5.	Average completions/month needed to finish on time 0.98 8. Percent of completed units below 30% AMI 67%									
3.	3. Percent of URP funding spent											
	Certification:				Report	Туре						
I	Certify that the information contained	in this	Report	Quarterly Report X								
is	complete and accurate.		_	Repair Disbursement Request								
				Admin Disbursement Re	quest	X						
				Final Report*								
	Authorized Signature/Date	•		*(Please check this box and attach the Certification of Completion and Final								
	(Chief Administrative Officia	al)		Cost Report when you close your Project.)								



- 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):
- - 1 of PMR
  - Update Date of Report



- Make sure to use the correct reporting period dates
  - These dates will control A. 2. and A. 3 on page

- Page 1 of the Final Report will be shown as 4 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
  - d. Unexpended URP Repair funds (you have to pay us back)





### 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 invested to date		36

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 - 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

	Repair Account Balances
]	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
Ι.	d. Total URP Project beginning balance (a. plus b. minus c.)
	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. Recipient Disbursements Since Last Report:
	a. URP-eligible hard costs
	b. Program Support
	c. Total repair disbursements since last report (a. plus b.)
	4. Net Repair balance of URP funds on hand:
<b>B</b> . 2	Admin Account Balances
	L. Sum of URP Admin funds received from NCHFA prior to reporting period
1	2. URP Admin funds requested for this report
	3. Total of URP Admin funds requested to date for project
<b>C.</b> 1	Key Indicators and Progress Toward Goals
1	1. Months remaining to completion date       0       4. Percent of targeted units completed units completed       92%       7. Percent of completed units 30 - 50% AMI       45%
	2. Percent of project time used
	Percent of URP     91%     6. Percent of matching funds     invested to date

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 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. R	pair 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	\$109,700
	d. Total URP Project beginning balance (a. plus b. minus c.)	<b>-</b> \$49,700
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.)	
<b>.</b>	Not Popair balance of UPP funds on hand: $(1 - 1) = (1 $	¢ < 0, 000
4.	Net Repair balance of URP funds on hand:	-\$00,000
B. A	min 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
СК	y Indicators and Progress Toward Goals	
_	• • •	
1.	Months remaining to completion date	45%
2.	Percent of project time used	
3.	Percent of URP funding spent	

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 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 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.





# Completing the PMR: Final Report D – Unexpended Repair Funds and you need to repay

A. Re	epair Account Balances
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.	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.	Recipient Disbursements Since Last Report:
	a. URP-eligible hard costs
	b. Program Support
	c. Total repair disbursements since last report (a. plus b.) \$0
4.	Net Repair balance of URP funds on hand:
B. Ad	min Account Balances
<b>1</b> .	Sum of URP Admin funds received from NCHFA prior to reporting period
2.	URP Admin funds requested for this report
3.	
3.	Total of URP Admin funds requested to date for project
C. Ke	ey Indicators and Progress Toward Goals
<b>1</b> .	Months remaining to 0 4. Percent of targeted units completed
2.	Percent of project       5. Average completions/month       ######       8. Percent of completed       55%         time used       needed to finish on time       ######       units below 30% AMI       55%
3.	Percent of URP       83%       %. Percent of matching funds       59%         funding spent

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 12/31). In this example, a 2<sup>nd</sup> disbursement was received prior period
- Program Income is only if you have interest bearing account
- A. 2. a. will be \$0 since 2<sup>nd</sup> disbursement was received prior to report
- This section auto totals from page 2
- Only calculates based on work completed during reporting period at top of page
- A. 4. shows a positive number, which means you need to repay the Agency
- These funds must be repaid before we disburse admin
- 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

	Cer	tification:		Report Type										
I Certify th	nat the inform	mation contained in this	Quarte	Quarterly Report										
Report is o	complete and	d accurate.	Repair	Repair Disbursement Request										
			Admir	n Disbursement Req	uest			K						
			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	Cost Report when you close your Project.)										
		For NC Hou	sing Finance Agenc	y Use Only										
Date	Date	Disburseme	nt Review and Appr	oval	Units	Date Units								
Received	Due	Recommended by/Date	Amount	To Finance on	Entered by	Entered								
			\$	/ /										
			Page 1	of 3	revised 1/24/24									



- 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"
- Note that if you have a positive number in A. 4. you will have to repay the Agency before admin funds are disbursed

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Date	Date of Report:     January 31, 2025     Recipient:     Rebuilding Poe County													
D. Fi	nancial	Status Repo	rt on all units as:	sisted to date: co	mpleted and u	inits in prog	ress							
uo	5	First name and	Last name	Street address	City/town	County	Zip	Sq. ft.	URP	Other	hard costs	URP	Total	
Revision	Unit Completion Date	middle initial	of	of	of completed	of completed	code	size of	Hard	identifi	ed by source	Soft	URP \$	URP \$
R	8	of homeowner	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 Rđ	Poeville	Poe	27654	950	\$11,000	\$3,000	Local	\$1,000	\$12,000	\$1,000
1	0 9/5/24	Barnes E.	Noble	382 HWY 1	Usher	Poe	27652	1,000	\$9,000			\$1,000	\$10,000	\$1,000
1		Janet	Austen	1000 Sensibility Way	Poeville	Poe	27654	1,200	\$9,300	\$3,000	Local	\$1,000	\$10,300	\$1,000
1														
1														
1														
1														
1														
1	_													
1														
1														
2														
2														
2														
2														
2	_													
2	5		The state of the											
				mpleted or in-prog		-		1,200	\$9,300	\$3,000		\$1,000	\$10,300	\$1,000
				mpleted prior to re				10,500	\$100,750			\$8,950	\$109,700	<del>\$9,845</del>
		с	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"
  - Note For example D (unexpended funds and need to repay), unit 11 was deleted, so this page would have a different total for "URP HC + SC" and "URP Admin"

ра<u>ц</u>е2оf3



NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

### PROJECT MANAGEMENT REPORT

Date of F	Report: January 31, 2025	Re	cipi	ent:		Rebui	lding	Poe	Coun	ty					
E. Bei	neficiary Report on all units a	assisted to	da	te:	con	iplete	d and	l unit	ts in	progr	ess				
Revision	Homeowner's last name and first initial	Annual household income	cate	ome egory <50	of	Elderly (62 +)		al need Large (+5)	s categ Lead EBL	Single		Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accessibility Modifications
1 2/15	5/24 Patterson, J.	\$25,000		Х	2	Х						Black/African American (12)	No	Roof	
2 4/30	0/24 Hoffman, A.	\$15,000	Х		1	Х	Х					White (11)	No	Ramp, shower modifications	Х
3 5/25	5/24 Bradbury, R.	\$9,800	х				Х				Х	Black/African American (12)	No	Floors, HVAC	
4 4/20	8/24 Faulkner, W.	\$19,160		Х	1	Х						White (11)	No	Roof	
5 5/1	1/24 Christie, A.	\$10,800	Х		1	Х						White (11)	No	Ramp, flooring	Х
6 6/7	7/24 Angelou, M.	\$9,700	Х		1	Х	Х					Black/African American (12)	No	Roof	
7 6/7	7/24 Steinbeck, J.	\$12,680	Х		1		Х				Х	White (11)	No	HVAC	
8 8/16	6/24 King, S.	\$27,000		Х	2	Х						White (11)	No	Bathroom repairs	
9 8/2:	23/24 Laureate , P.	\$30,500		Х	1	Х						Black/African American (12)	No	Roof	
10 9/5	5/24 Noble, B.	\$17,800	Х		1	Х	Х					Black/African American (12)	No	HVAC	
11 11/1	1/24 Austen, .	\$22,500		Х	1		Х					White (11)	No	Ramp, Roof repairs	Х
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															
24															
25															
a. Totals on	n units completed or in-progrees this quarter.	\$22,500		1	1		1								
b. Totals on	n units completed prior to reporting period	\$177,440	6	4	11	8	5								
	ive totals to date (a + b)	\$199,940	6	5	12	8	6								
pecial nee	eds: Elderly = Head of Household older that	n 62; Hep/dbld :	= He	ad of	Hou	sehold h	andicap	ped or	disable	d; Hshlo	1>5 = H	Household with more than 5 members; EB	L = Hou	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.
- If you did not expend all URP funds and need to pay the Agency back (see slide) 39)
  - You must repay unexpended Repair funds before Agency will disburse the final Admin funds.

  - You can send in the final report and the Agency will confirm the amount you to repay • If you have to repay Repair and Admin funds, you can send them in one check or separately depending on what works best for your finance team.



