Urgent Repair Program 2025-2026 (URP26)

November 6, 2024 Webinar Materials

Urgent Repair Program (URP26) Application Workshop

GoToWebinar

November 6, 2024

NORTH CAROLINA HOUSING FINANCE AGENCY

HousingBuildsNC.com

Agenda

- URP26 NOFA Schedule & Changes

- URP Life Cycle

- Application Guidelines Review

- Application Review

- Application Attachments Review

If you are a homeowner, please contact Gloria Moore at gemoore@nchfa.com or 919-981-2623 to be connected with a partner to assist you with housing repairs.

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URP26 NOFA Schedule

- **October 21, 2024** – Notice of Funding Availability (NOFA) posted
- **November 6, 2024** – Application Webinar *You are here*
- **December 13, 2024** – Applications due no later than 5:00 PM
- **February 2025** – URP26 award recommendations made to the Board

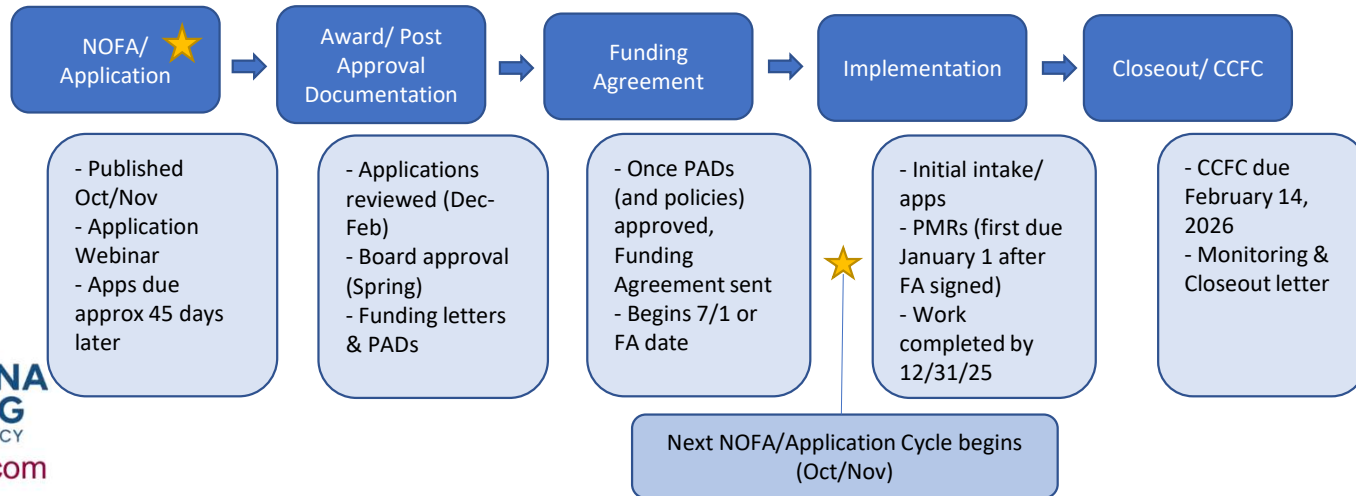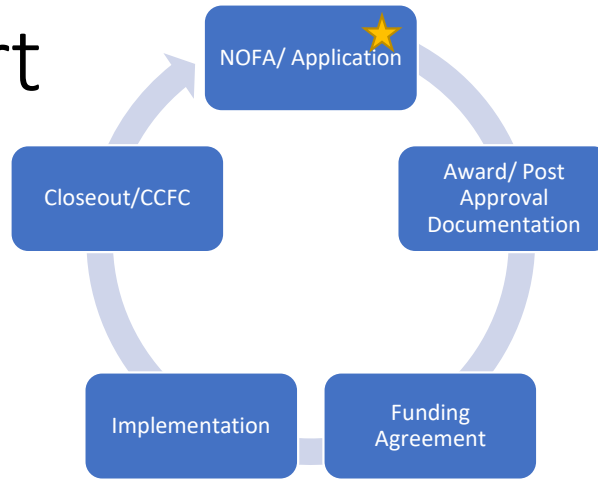**NORTH CAROLINA HOUSING FINANCE AGENCY**

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URP26 Changes

- Naming Structure
  - Using the last year of the cycle for the name (URP25 is now URP26)
- Increase in total awards
  - 1 County - $132,000 to $165,000
  - 2+ Counties - $264,000 to $330,000
  - Minimum Award - $99,000
- Unit Maximum Changes
  - Hard + Soft Max - $15,000
    - Soft Cost - $300 +10% HC, not to exceed $1,500
  - Admin – 10% Hard + Soft (up to $1,500)

URP26 Changes

- What this means for you
  - Anticipation of reduction in awards from about 49 to 39 projects
  - Overlapping service areas
    - Will be allowed
    - Counties awarded may differ from counties requested in application to better serve entire state
  - More competition
    - If you're serving a county with multiple partners, you might want to collaborate and coordinate efforts
    - Be sure to update resumes and past performance
      - Will be a highly competitive cycle
    - Most of your points come from Pages 5, 6 and resumes for Page 7

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URP Flow Chart

NOFA/ Application ⭐	Award/ Post Approval Documentation	Funding Agreement	Implementation	Closeout/ CCFC
- Published Oct/Nov - Application Webinar - Apps due approx 45 days later	- Applications reviewed (Dec-Feb) - Board approval (Spring) - Funding letters & PADs	- Once PADs (and policies) approved, Funding Agreement sent - Begins 7/1 or FA date	- Initial intake/ apps - PMRs (first due January 1 after FA signed) - Work completed by 12/31/25	- CCFC due February 14, 2026 - Monitoring & Closeout letter

⭐ Next NOFA/Application Cycle begins (Oct/Nov)

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Application Guidelines Review

- https://www.nchfa.com/home-ownership-partners/community-partners/community-programs/urgent-repair-program/forms-and-resources

Forms and Resources

Forms and Resources

URP 2025-2026

URP26 Notice of Funds Available

URP26 Application URP26

URP26 Application Guidelines

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Application Review

- https://www.nchfa.com/home-ownership-partners/community-partners/community-programs/urgent-repair-program/forms-and-resources

➡ **Forms and Resources**

Forms and Resources

URP 2025-2026

URP26 Notice of Funds Available

URP26 Application URP26

URP26 Application Guidelines

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Application Attachments Review

(* required for everyone)

- II A 2 – Service Area boundary (page 2)
  - Only use if service area is not an entire city or county
- II C – Client Relations (page 3)*
  - Required document
- II E – Matching Funds
  - Must have documentation for donated labor, materials and local funds
- III B – Experience Narrative (page 4)
  - Only use if experience does not conform to tables on pages 5 and 6
- III C – Resumes (page 7)*
  - Resume for each person listed on page 7
  - Majority of your points come from resumes and past performance

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Reminders

- 2026 Changes
  - New amounts
    - 1 County - $165,000
    - 2+ Counties - $330,000
    - Minimum Request - $99,000
  - No restrictions on allocation for 5 large entitlements (Charlotte, Durham, Greensboro, Raleigh, Winston-Salem)
  - Counties awarded may change from counties requested in order to ensure entire state is served

- Reminders
  - Make sure you have all your attachments
  - All attachments are labeled in top right corner
  - Due December 13, 2024 by 5:00 PM

NORTH CAROLINA HOUSING FINANCE AGENCY

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NORTH CAROLINA HOUSING FINANCE AGENCY
Application for Funding
2025-2026 Urgent Repair Program
(URP26)

I. Program Applicant

A. Applicant Organization:
1. Legal Name	SHIELD Housing	
2. Street Address	100 Fury Way	
3. Mailing Address	100 Fury Way	
4. City	Asgard	ZIP 27654
5. Fax Number	919-555-4567	6. Federal Tax ID 56-1234567
7. UEI Number	I-678C123MAS4	
8. Website address	www.shieldhousing.com	

B. Chief Administrative Official: (*must have organizational contract signing authority*)
1. Name Nick Fury   2. Title CEO
3. Phone Number 919-123-5678   4. Email nfury@shieldhousing.com

C. Contracted Administrator Information: (*Consulting firm, COG, etc., if applicable*)
1. Organization Name
2. Mailing Address
3. City   ZIP
4. Fax Number
5. Chief Operating Officer

D. Project Contact Person: (*Who should NCHFA and the public contact for URP intake inquiries?*)
1. Name Phil Coulson   2. Title Housing Director
3. Phone Number 919-123-5678   4. Email pcoulson@shieldhousing.com

E. Type of Applicant:
1. Community Action Agency. . . . . [ ]	2. Nonprofit Corporation. . . . . [X]
3. Public Housing Authority. . . . . [ ]	4. Other Public Agency. . . . . [ ]
5. Local Government. . . . . [ ]	6. Regional Council. . . . . [ ]

F. Brief Description of your Organization (*Non Government Organizations ONLY*)
SHIELD Housing is a nonprofit housing organization serving low-income families in Marvel County.

G. Funding Requested:
1. Total amount of Program funds requested. $165,000
2. Total number of dwelling units targeted for Program assistance. 10

THIS SECTION FOR NCHFA USE ONLY						
Date received	Ap. No.	Fee enclosed	No. copies	Thresh.	Score	Cap.

URP26 Application for Funding

II.   **Project Design**

A. Service Area: In all cases, "service area" is defined as the geographic area or areas in which homeowners are equally eligible to apply for assistance. Recipients may choose to accept applications on a first-come, first-served basis from throughout the service area, while adhering to section 6 (Eligible households) of the Application Guidelines, or to allocate equitable portions of the grant to all eligible localities within the service area. Otherwise homeowners' applications must be rated and prioritized without regard to the applicant's specific locality within the service area.

   1. Please define your service area in specific terms:

Marvel County

   2. Complete the following matrix to define your proposed service area by county, population, number of dwelling units targeted for assistance and amount of Program funds projected to be spent in each county. *If the service area comprises an entire county, or municipalities, use the July 2022 (the most recent) population estimates from the North Carolina State Data Center available at*

https://www.osbm.nc.gov/facts-figures/population-demographics/state-demographer/county-population-estimates/certified-county-population-estimates

Use the July 2022 population column for county or municipality(ies). Applications for grants exceeding $165,000 must serve multiple counties in their entirety.

County(s) in which service area is located	Population of service area	Proposed	
		# of units	Program funds
a. Marvel	29,153	10	$165,000
b.			
c.			
d.			
e.			
f.			
g.			
h.			
i. Totals =	29,153	10	$165,000

   3. If the service area contains other than an entire city or county, attach a map clearly delineating the proposed service area boundaries, and service area population. Label the map "Exhibit II A 2".

II. **Project Design** *(continued)*

B. Beneficiary Targeting:

Do not submit your proposed project assistance policy with this application for funding. If your project is selected for funding, you will be requested to submit your assistance policy with the post approval documentation.

C. Client Relations: *(Must Include)*

Linking special needs households to services beyond housing is viewed as an integral part of the Urgent Repair Program. Explain in detail the system which will be used to screen and refer households for other needed services (list services) and describe the roles of those involved in the process. Be sure to explain the screening/referral roles of any URP project staff in detail. Please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled II. C in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application.

D. Proposed procurement and construction:
Indicate which of the following will be used to effect your URP-funded work.

	Yes	No
1. Private-sector construction contractors.	X	
2. Competitive sealed bids.	X	
3. Competitive negotiation.		X
4. Telephone bid solicitation.	X	
5. Non-competitive negotiation.		X
6. Work crews employed by the applicant organization.	X	
7. Weatherization contractor procured under WAP guidelines.		X

E. Other resources to be used with URP funds for Hard Costs only:

	Yes	No	Value/Amt.
1. Weatherization Assistance Program (WAP) funds.		X	
2. Heating Appliance Repair & Replacement Program (HARRP) funds.		X	
3. Independent Living Center funds.		X	
4. Council on Aging funds.		X	
5. USDA-Rural Development Section 504 loans.		X	
6. Volunteer labor*.		X	$12,000
7. Donated materials*.		X	As available
8. Matching local funds*.	X		$5,000
9.			

*Attach documentation of matching contributions listed on lines 6, 7 and/or 8, above. Label as Exhibit II.E. Matching contributions on those lines must be used for eligible URP Hard Costs only. Other resources may be used for program support, but those contributions will provide no competitive advantage in URP application rankings.

II.   Project Design *(continued)*

F.   Project Schedule:

Assuming a maximum of 18 months from funding agreement until close-out and a hypothetical starting date of July 1, 2025, please indicate below your projected project progress, in terms of dwelling units repaired or modified with Program assistance during each calendar quarter. (Note: All Program funds must be obligated within 18 months. Recipient will have an additional forty-five (45) days to complete all units and submit closeout documentation). Please complete a proposed schedule for your project.

Quarter	Unit Completions	Quarter	Unit Completions
1. 7/1/25 - 9/30/25.	0	4. 4/1/26 - 6/30/26.	3
2. 10/1/25 -12/31/25.	0	5. 7/1/26 - 9/30/26.	2
3. 1/1/26 - 3/31/26.	5	6. 10/1/26 - 12/31/26.	0
		Total =	10

III.   Applicant Capacity

A.   Rehabilitation/Repair Program Experience and Status:
For each home repair, urgent repair or comprehensive housing rehabilitation grant received by the applicant since July 1, 2019, provide the information indicated below. If more than six separate grants were received during this 5-year period, copy page 6 and attach as page 6 A.   Funding sources to list here include Community Development Block Grant ("CDBG"), HOME Investment Partnership Program ("HOME") allocations from a local government or consortium, Single-Family Rehabilitation Program (SFR) grants, USDA-Rural Development Housing Preservation Grant Program ("HPG") funds, Weatherization Assistance Program ("WAP") funds, Urgent Repair Program grants, minor home repair project, local emergency repair programs, etc. You may assign names to your own unnamed programs to list them. ***Please list the oldest grant first.***

B.   We prefer that the following tables be used to record the applicants rehab/repair experience and current status of funding related to units which may be targeted for rehabilitation. However, for some applicants it may be more appropriate to provide a narrative which speaks to the capacity of the applicant to carry out comprehensive rehabilitation of owner-occupied units. If so, please limit the narrative to one 8-1/2" x 11" attachment (min 11 font) labeled III. B in the upper right hand corner. Attachments should be attached in the order that they were requested, at the back of the application. The narrative should detail the applicants housing rehabilitation experience including the number of units comprehensively rehabilitated in the past five years, (broken out by year), the average amount of funding per unit (including volunteer labor, materials and donated materials) and any other information relevant to documenting the applicants capacity to affectively perform comprehensive housing rehabilitation.

III. **Applicant Capacity** *(continued)*

A. Rehabilitation/Repair Program Experience and Status: *(continued)*

1. Program name (use standard abbreviations as shown above)..................................... **CDBG**
   a. Funding cycle (2019, 2020, etc.)... 2020
   b. Date of award or project commencement date.. 07/01/20
   c. Grant/Funding Agreement number.. CDBG NS
   d. Project close-out date or deadline.. 12/31/21
   e. Total grant allocation amount.. $100,000
   f. Matching funds/local contribution... $0
   g. Program rehabilitation/repair budget (hard costs only)........................... $80,000
   h. Number of dwelling units targeted for rehabilitation/repairs.................... 8
   i. Number of dwelling units completed to date... 8
   j. Number of rehabilitation/repair jobs under contract at present................. 0
   k. Average hard cost per unit completed (all sources)................................ $10,000
   l. Current status of grant.............................Closed-out. . . . . **X** or Active. .

2. Program name (use standard abbreviations as shown above)..................................... **URP**
   a. Funding cycle (2019, 2020, etc.)... 2022
   b. Date of award or project commencement date.. 07/01/22
   c. Grant/Funding Agreement number.. 2245
   d. Project close-out date or deadline.. 12/31/23
   e. Total grant allocation amount.. $132,000
   f. Matching funds/local contribution... $5,000
   g. Program rehabilitation/repair budget (hard costs only)........................... $120,000
   h. Number of dwelling units targeted for rehabilitation/repairs.................... 10
   i. Number of dwelling units completed to date... 10
   j. Number of rehabilitation/repair jobs under contract at present................. 0
   k. Average hard cost per unit completed (all sources)................................ $12,000
   l. Current status of grant.............................Closed-out. . . . . **X** or Active. .

3. Program name (use standard abbreviations as shown above)..................................... **URP**
   a. Funding cycle (2019, 2020, etc.)... 2024
   b. Date of award or project commencement date.. 07/01/24
   c. Grant/Funding Agreement number.. 2439
   d. Project close-out date or deadline.. 12/31/25
   e. Total grant allocation amount.. $132,000
   f. Matching funds/local contribution... $17,000
   g. Program rehabilitation/repair budget (hard costs only)........................... $120,000
   h. Number of dwelling units targeted for rehabilitation/repairs.................... 10
   i. Number of dwelling units completed to date... 0
   j. Number of rehabilitation/repair jobs under contract at present................. 0
   k. Average hard cost per unit completed (all sources)................................ $0
   l. Current status of grant.............................Closed-out. . . . . or Active. . **X**

5

III. **Applicant Capacity** *(continued)*

    A. Rehabilitation/Repair Program Experience and Status: *(continued)*

       4. Program name (use standard abbreviations as shown above)..................................
          a. Funding cycle (2019, 2020, etc.)..
          b. Date of award or project commencement date..........................
          c. Grant/Funding Agreement number..
          d. Project close-out date or deadline..
          e. Total grant allocation amount..
          f. Matching funds/local contribution..
          g. Program rehabilitation/repair budget (hard costs only)................
          h. Number of dwelling units targeted for rehabilitation/repairs.........
          i. Number of dwelling units completed to date................................
          j. Number of rehabilitation/repair jobs under contract at present.........
          k. Average hard cost per unit completed (all sources)........................
          l. Current status of grant...............................Closed-out. . . . .   ☐   or Active. .   ☐

       5. Program name (use standard abbreviations as shown above)..................................
          a. Funding cycle (2019, 2020, etc.)..
          b. Date of award or project commencement date..........................
          c. Grant/Funding Agreement number..
          d. Project close-out date or deadline..
          e. Total grant allocation amount..
          f. Matching funds/local contribution..
          g. Program rehabilitation/repair budget (hard costs only)................
          h. Number of dwelling units targeted for rehabilitation/repairs.........
          i. Number of dwelling units completed to date................................
          j. Number of rehabilitation/repair jobs under contract at present.........
          k. Average hard cost per unit completed (all sources)........................
          l. Current status of grant...............................Closed-out. . . . .   ☐   or Active. .   ☐

       6. Program name (use standard abbreviations as shown above)..................................
          a. Funding cycle (2019, 2020, etc.)..
          b. Date of award or project commencement date..........................
          c. Grant/Funding Agreement number..
          d. Project close-out date or deadline..
          e. Total grant allocation amount..
          f. Matching funds/local contribution..
          g. Program rehabilitation/repair budget (hard costs only)................
          h. Number of dwelling units targeted for rehabilitation/repairs.........
          i. Number of dwelling units completed to date................................
          j. Number of rehabilitation/repair jobs under contract at present.........
          k. Average hard cost per unit completed (all sources)........................
          l. Current status of grant...............................Closed-out. . . . .   ☐   or Active. .   ☐

III. **Applicant Capacity** *(continued)*

C. Staff Qualifications and Experience: *(Must Include All Resumes)*

Identify key personnel below according to their roles in implementing the URP project. Attach a current resume for each individual listed. Label resumes as "Exhibit III C". It is especially important that the resumes of technical staff - those responsible for the urgent repair management, work write-ups, etc. - list all relevant training workshops and seminars along with technical credentials such as building inspector certifications, contractor licenses, lead paint certification, etc.

Project Role		Name/Position Title
1. URP project administration.	Name	Phil Coulson
	Title	Housing Director
Phone 919-123-5678 x 201	Email	pcoulson@shieldhousing.com
2. Financial management.	Name	Tony Stark
	Title	Finance Officer
Phone 919-123-5678 x 202	Email	tstark@shieldhousing.com
3. Construction oversight.	Name	Thor Odinson
	Title	Housing Rehabilitation Manager
Phone 919-123-5678 x 203	Email	todinson@shieldhousing.com
4. Work write-ups/cost estimates.	Name	Thor Odinson
	Title	Housing Rehabilitation Manager
Phone 919-123-5678 x 203	Email	todinson@shieldhousing.com
5. Interim inspections of work.	Name	Steve Rogers
	Title	Housing Rehabilitation Specialist
Phone 919-123-5678 x 204	Email	srogers@shieldhousing.com
6. Final inspections of work.	Name	Steve Rogers
	Title	Housing Rehabilitation Specialist
Phone 919-123-5678 x 204	Email	srogers@shieldhousing.com
7. Applicant intake/eligibility.	Name	Pepper Potts
	Title	Client Specialist
Phone 919-123-5678 x 100	Email	ppotts@shieldhousing.com
8. Client counseling/referrals.	Name	Pepper Potts
	Title	Client Specialist
Phone 919-123-5678 x 100	Email	ppotts@shieldhousing.com
9. Legal services, recording, etc.	Name	Natasha Romanoff
	Title	Attorney
Phone 919-123-5678 x 105	Email	nromanoff@shieldhousing.com

Applicants proposing to act as general contractor and use member-employed work crews and/or volunteers to facilitate the related rehabilitation work must demonstrate satisfactory capacity to fulfill this role. To do this applicants must, in part, have capable construction supervisory personnel on the job site. If applicable, please identify key construction supervisory personnel below according to their roles. Attach a current resume, including a list of all relevant training, workshops, seminars, and technical credentials, for each individual listed below.

10. Construction Supervisor….	Name	Thor Odinson
	Title	Housing Rehabilitation Manager
Phone 919-123-5678 x 203	Email	todinson@shieldhousing.com
11. Job Site Volunteer Foreman.	Name	Bruce Banner
	Title	Foreman
Phone 919-123-5678 x 205	Email	bbanner@shieldhousing.com

IV. Certifications

The applicant hereby certifies that:

A. The information in this application is complete and accurate and the applicant possesses the legal authority to apply for and receive the Program funds and the person signing the application has the proper authority to do so; and,

B. The applicant agrees that the Agency may conduct its own independent review of the information herein and the attachments, and may verify information from any source; and,

C. The applicant understands that the North Carolina Housing Finance Agency will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the Agency; and,

D. The applicant is under no administrative restrictions from federal, state or local sources to receive funding; and,

E. The applicant, if funded, will comply with the applicable provisions of General Statute 143-6.1 related to conflicts of interest.

Attest (signature)	Chief Administrative Official (Signature)
Phil Coulson	Nick Fury
Typed Name	Typed Name
Housing Director	CEO
Title	Title
December 12, 2024	December 12, 2024
Date	Date

Applications must be received at NCHFA by <u>5:00 pm, December 13, 2024</u>, or *postmarked* by that date. Please note that NO EXCEPTIONS will be made.

Mail or deliver to:

Attn: Gloria Moore, Administrative Assistant, Home Ownership
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509

Submit one original signature version or one electronically submitted copy by email. You must submit the application fee of $75.00 with your application. Make checks payable to the N.C. Housing Finance Agency. For electronic submittal, questions, and check or mailing instructions, please contact Gloria Moore at URPapplications@nchfa.com.

Exhibit II.C

SHIELD Housing

Client Relations

During the intake process for URP26, our Client Specialist, Pepper Potts, will conduct client applications and determine eligibility. During intake, Ms. Potts will describe other services that we offer through our own agency and in conjunction with other local agencies as referrals. Ms. Potts will ask each applicant what services they might need or be interested in. We will offer brochures, descriptions, and contact information to each applicant. If the applicant desires, Ms. Potts, will record the services requested in the applicant's file and follow up with the applicant in approximately one month for Client Counseling and additional referrals.

We offer X, Y, and Z as provided by our own agency.

We offer referrals to A, B, and C local agencies.

December 5, 2024

Nick Fury

Nick Fury
Chief Executive Officer

Exhibit II. E.

Letterhead

December 5, 2024

We plan to provide the following matching funding from our own agency (SHIELD Housing) for the URP26 program as follows:

Donated Materials………………………………………………………… As available

Volunteer Labor (600 hrs @ $20/hr)…………………………………………..$12,000

Total $12,000

Sincerely,

Nick Fury

Nick Fury
Chief Executive Officer

Exhibit II. E.

Marvel County

101 County Lane

Asgard, NC 27654

Dear Sir or Madam,

Marvel County is proud to partner with SHIELD Housing for the Urgent Repair Program 2026 cycle. SHIELD Housing does outstanding work for our citizens and the County is providing up to $5,000 in matching funds for the grant.

Sincerely,

Odin Borson

County Manager

[SAMPLE]

Name
Address, City, State Zip
Contact Info

- # years of experience
- Accomplishments
- Areas of Expertise

Education

College or Technical School | Location   Grad Year
Degree, Area(s) of Study

College of Technical School | Location   Grad Year
Degree, Area(s) of Study

(If not college, it is appropriate to list high school education)

Professional Experience

Organization Name | Location   Started – Present
Position Title
- Include skills and tasks
- Areas of responsibility
- Focus on responsibilities included with position/responsibility you're listed for on Staff Qualifications table
- Include types of programs/funding worked with (URP, ESFR, CDBG, HOME, weatherization, etc)

Organization Name | Location (repeat as needed)   Started – Ended
Position Title
- Include skills and tasks
- Areas of responsibility
- Focus on responsibilities included with position/responsibility you're listed for on Staff Qualifications table
- Include types of programs/funding worked with (URP, ESFR, CDBG, HOME, weatherization, etc)

Certification, Professional Training, and Recognition

- Home Inspector, Building Code Inspector (include type and levels), General Contractor License, etc. Be sure to include license numbers
- Include trainings taken in last 5 years, with date taken
- Appropriate trainings include OSHA, first aid/safety, Lead RRP/renovator/abatement, Asbestos, PHRANC or BPI trainings, etc.
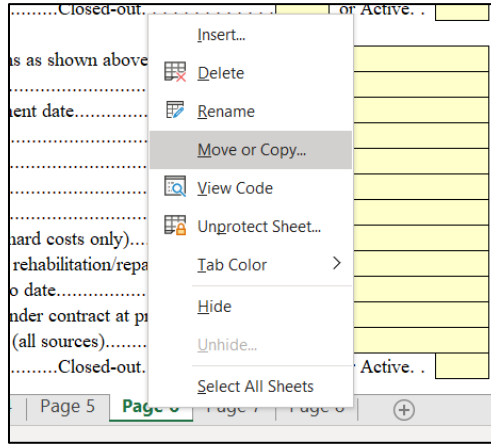
Professional Affiliations

- Professional affiliations like PHRANC, NCCDA, etc

- Since this is an unsecured loan, do applicants still need to have a person identified in #9 (legal services, recording, etc.) of the Applicant Capacity form?
  - Answer: Yes. It does not have to be an attorney, but the person needs to be able to explain the loan and its terms to the homeowner.
- Is Exhibit II A2 map still needed if serving a city or a county?
  - Answer: No. If serving a city or county, the map is not needed
- If a county has a population less than 5,000, can they still apply?
  - Answer: Yes, counties are eligible to apply even if their population is less than 5,000. Municipalities must be greater than 5,000 to apply.
- If an applicant has grants from other funders that were specific to home repairs, does this need to be added?
  - Answer: Yes. Please try to format that information into the tables on page 5 and 6 as much as possible. If the information cannot be formatted to the tables, then use of the narrative (Exhibit III B) would be appropriate.
- What are some examples of soft costs?
  - Answer: Soft costs are work that is tied to the unit that is not construction. Some examples are inspecting a unit, the pre-construction meeting, contract and promissory note preparation.
- Since the program application asks about previous experience, what do you expect from a new partner in order to be eligible for funds?
  - Answer: We expect a new partner to have staff that is knowledgeable about single-family rehabilitation and is able to inspect a house, complete a scope of work, and inspect the work completed.
- The application guidelines mention award of points to counties impacted by natural disasters, is there a percentage of the funding identified to go to the West?
  - Answer: At this time, a specific percentage has not been identified to go to the West.
- Do projects require any type of environmental review?
  - Answer: No. URP uses NC Housing Trust Fund, which does not require environmental review.

- How do you copy and insert a new page 6?
  - Answer:
    - Right click on the "Page 6"
    - Click "Move or Copy"
      -
    - In the command box, choose Page 7 for "Before Sheet" and check "Create a Copy." Click okay.
      -