Urgent Repair Program (URP)

Project Management Report (PMR)
Training Guide

December 4, 2024

NORTH CAROLINA HOUSING FINANCE AGENCY
HousingBuildsNC.com

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- PMR Background and Basic Information
- Completing Initial PMR
- Completing Subsequent PMRs
- Requesting Disbursements
- Completing Final Report

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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

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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

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When is it due?

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

Due Date	Report Type	Period Covering
January 31	Initial Report	July 1 – December 31
April 30	Subsequent Report	January 1 – March 30
July 31	Subsequent Report	April 1 – June 30
October 31	Subsequent Report	July 1 – September 30
February 14	Final Report	October 1 – December 31

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Getting Started

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

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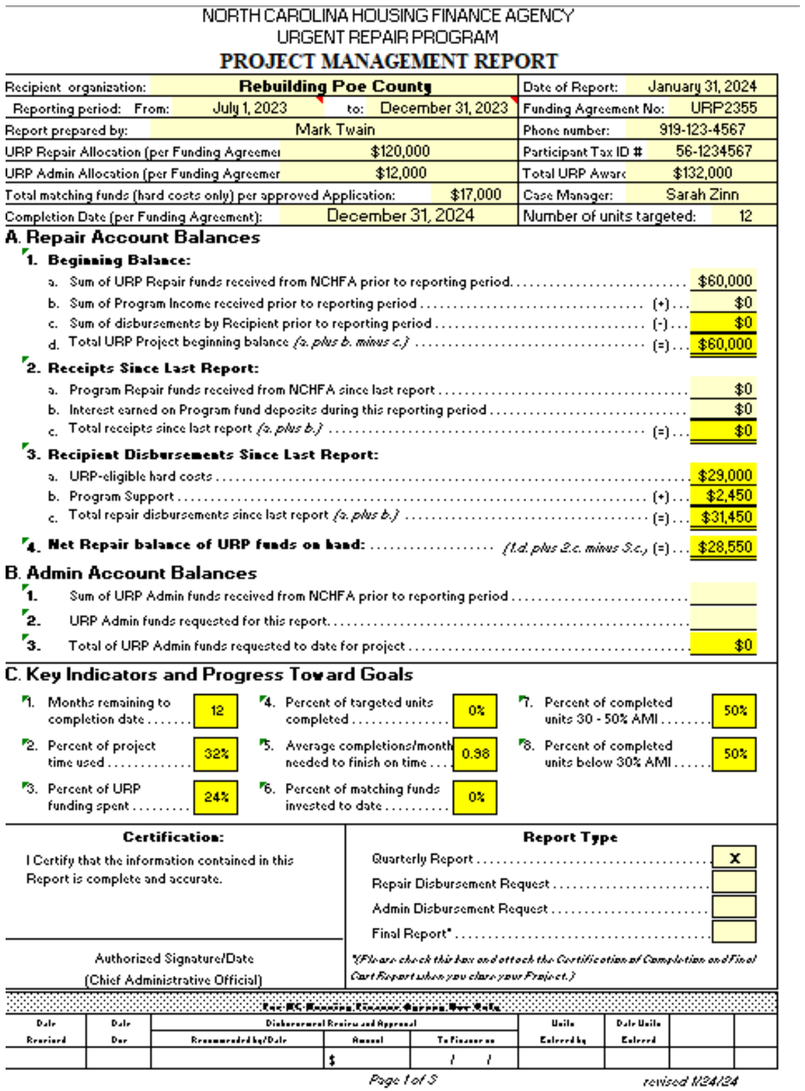
Completing the PMR: Initial Report



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Recipient organization:	**Rebuilding Poe County**	Date of Report:	January 31, 2024
Reporting period: From:	July 1, 2023 to: December 31, 2023	Funding Agreement No:	URP2355
Report prepared by:	Mark Twain	Phone number:	919-123-4567
URP Repair Allocation (per Funding Agreemer	$120,000	Participant Tax ID #	56-1234567
URP Admin Allocation (per Funding Agreemer	$12,000	Total URP Awarc	$132,000
Total matching funds (hard costs only) per approved Application:	$17,000	Case Manager:	Sarah Zinn
Completion Date (per Funding Agreement):	December 31, 2024	Number of units targeted:	12

A. Repair Account Balances

1. Beginning Balance:			
a. Sum of URP Repair funds received from NCHFA prior to reporting period			$60,000
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. 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			$29,000
b. Program Support		(+)	$2,450
c. Total repair disbursements since last report *(a. plus b.)*		(=)	$31,450
4. Net Repair balance of URP funds on hand:	*(1.d. plus 2.c. minus 3.c.)*	(=)	$28,550

B. Admin Account Balances

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

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	12	4. Percent of targeted units completed	0%	7. Percent of completed units 30 - 50% AMI	50%
2. Percent of project time used	32%	5. Average completions/month needed to finish on time	0.38	8. Percent of completed units below 30% AMI	50%
3. Percent of URP funding spent	24%	6. Percent of matching funds invested to date	0%		

Certification:

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

Authorized Signature/Date
(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	
Admin Disbursement Request	
Final Report*	

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

For NC Housing Finance Agency Use Only

Date Received	Date Due	Disbursement Review and Approval: Recommended by/Date	Amount	To Finance on	Units Entered by	Date Units Entered		
			$	/ /				

Page 1 of 3 *revised 1/24/24*

- Page 1
  - General project information
  - Financial information
  - Key indicators (based on pages 2 and 3 of PMR)
  - Certification/signature
  - Report type
    - Used to indicate if you're requesting funds

Completing the PMR: Initial Report

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Recipient organization:	**Rebuilding Poe County**	Date of Report:	January 31, 2024
Reporting period: From:	July 1, 2023 to: December 31, 2023	Funding Agreement No:	URP2355 ▲
Report prepared by:	Mark Twain	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:	$17,000 ■	Case Manager:	Sarah Zinn ●
Completion Date (per Funding Agreement):	December 31, 2024 ▲	Number of units targeted:	12 ●

▲ = from your Funding Agreement

■ = from your approved Application

● = from your approved Post Approval Documentation (PAD)

Reminders

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

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Completing the PMR: Initial Report

A. Repair Account Balances

1.	**Beginning Balance:**		
a.	Sum of URP Repair funds received from NCHFA prior to reporting period		$60,000
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.	**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		$29,000
b.	Program Support	(+)	$2,450
c.	Total repair disbursements since last report *(a. plus b.)*	(=)	$31,450
4.	**Net Repair balance of URP funds on hand:** *(1.d. plus 2.c. minus 3.c.)*	(=)	$28,550

B. Admin Account Balances

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

C. Key Indicators and Progress Toward Goals

1.	Months remaining to completion date: 12	4.	Percent of targeted units completed: 0%	7.	Percent of completed units 30 - 50% AMI: 50%
2.	Percent of project time used: 32%	5.	Average completions/month needed to finish on time: 0.98	8.	Percent of completed units below 30% AMI: 50%
3.	Percent of URP funding spent: 24%	6.	Percent of matching funds invested to date: 0%		

Initial disbursement from agency ($60,000 for $132k awards or $120,000 for $264k awards.

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

This section auto totals from page 2

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

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

Admin

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

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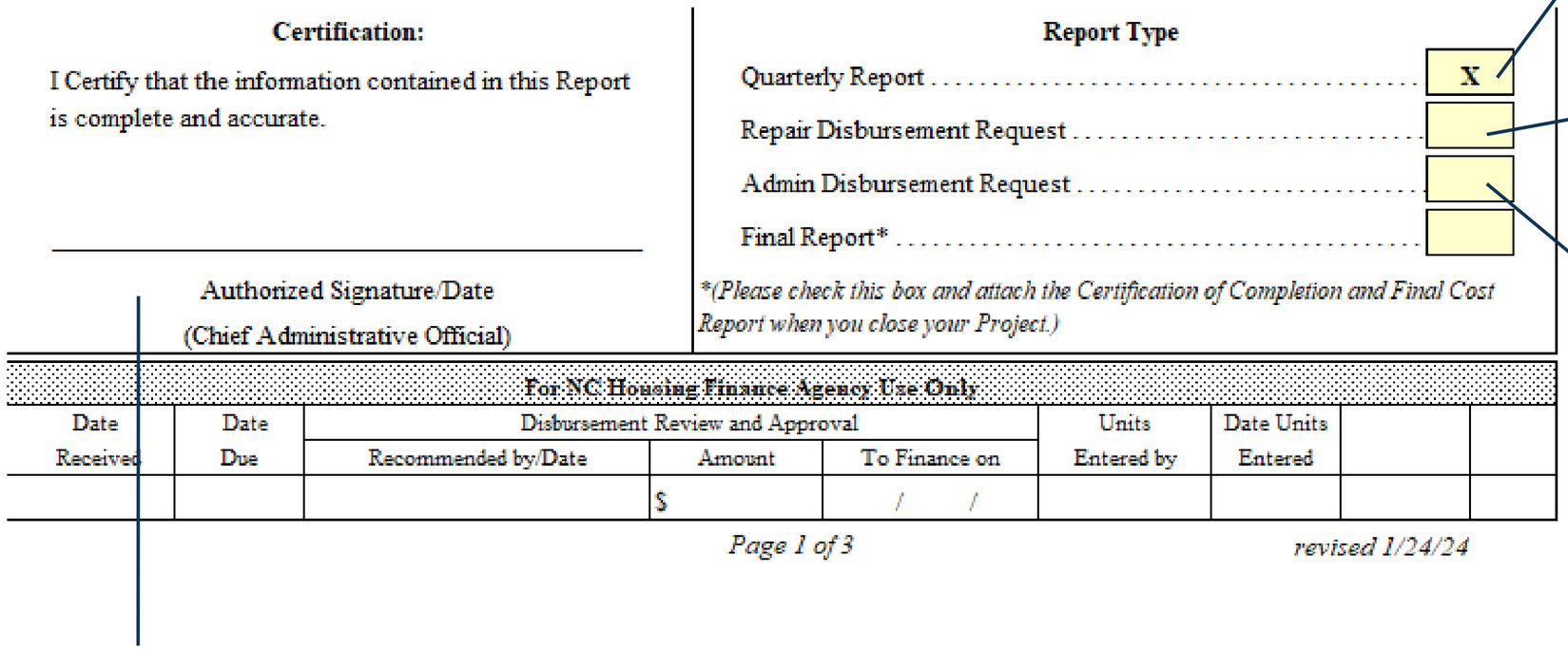
Completing the PMR: Initial Report



Certification:

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

Authorized Signature/Date

(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	
Admin Disbursement Request	
Final Report*	

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

For NC Housing Finance Agency Use Only

Date Received	Date Due	Disbursement Review and Approval			Units Entered by	Date Units Entered		
		Recommended by/Date	Amount	To Finance on				
			$	/ /				

Page 1 of 3 *revised 1/24/24*

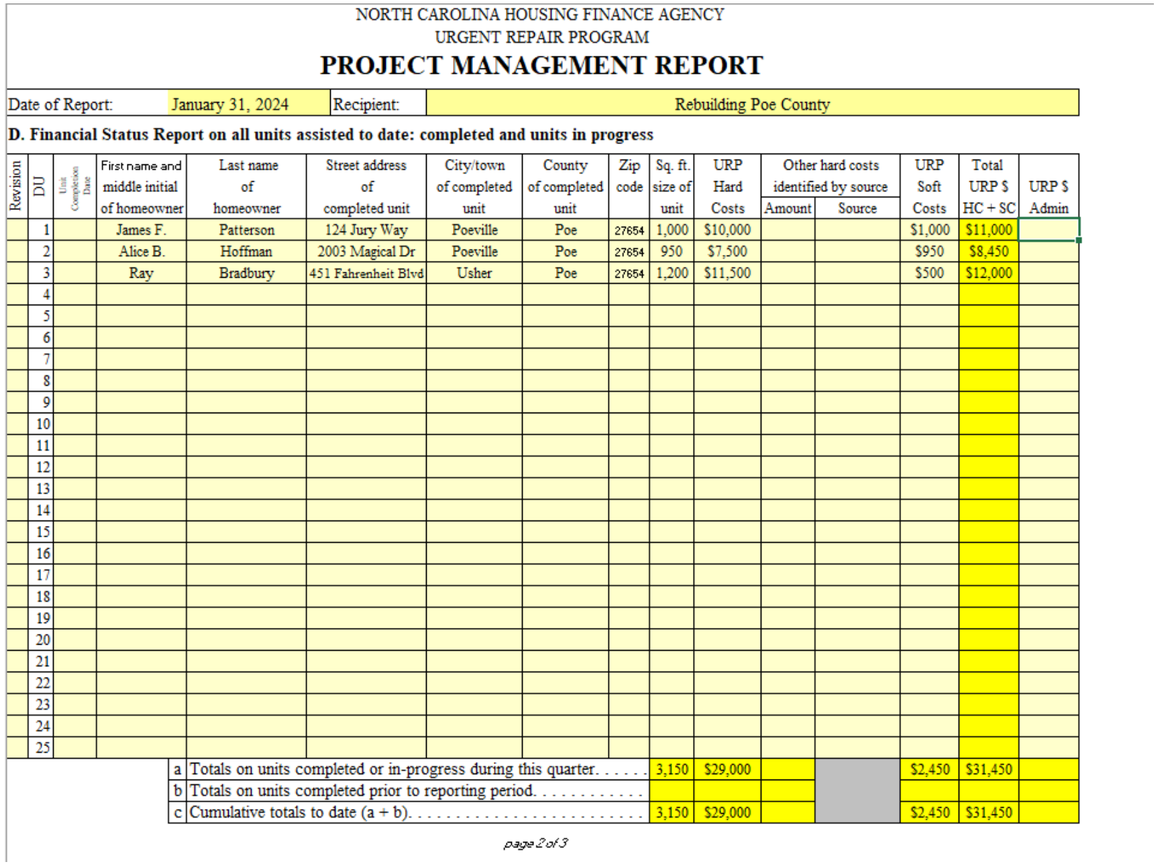
For initial and subsequent reports, check this box

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

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

Required signature by CAO (who signed application)

Completing the PMR: Initial Report



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Date of Report:	January 31, 2024	Recipient:	Rebuilding Poe County

D. Financial Status Report on all units assisted to date: completed and units in progress

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP $ HC + SC	URP $ Admin
											Amount	Source			
	1		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	
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	25														
		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	

page 2 of 3

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

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Completing the PMR: Initial Report

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP $ HC + SC	URP $ Admin
											Amount	Source			
	1		James F.	Patterson	124 Jury Way	Poeville	Poe	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														

This must have date to enter admin (last column)

Homeowner information comes from their application

Hard cost = URP construction contract amt only

Local $ spent, volunteer, matching funds go here

Soft costs = program support (next slide)

Admin costs = overhead (next slide)

Hard vs. Soft vs. Admin Costs

Hard Costs

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

Soft Costs

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

Admin Costs

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

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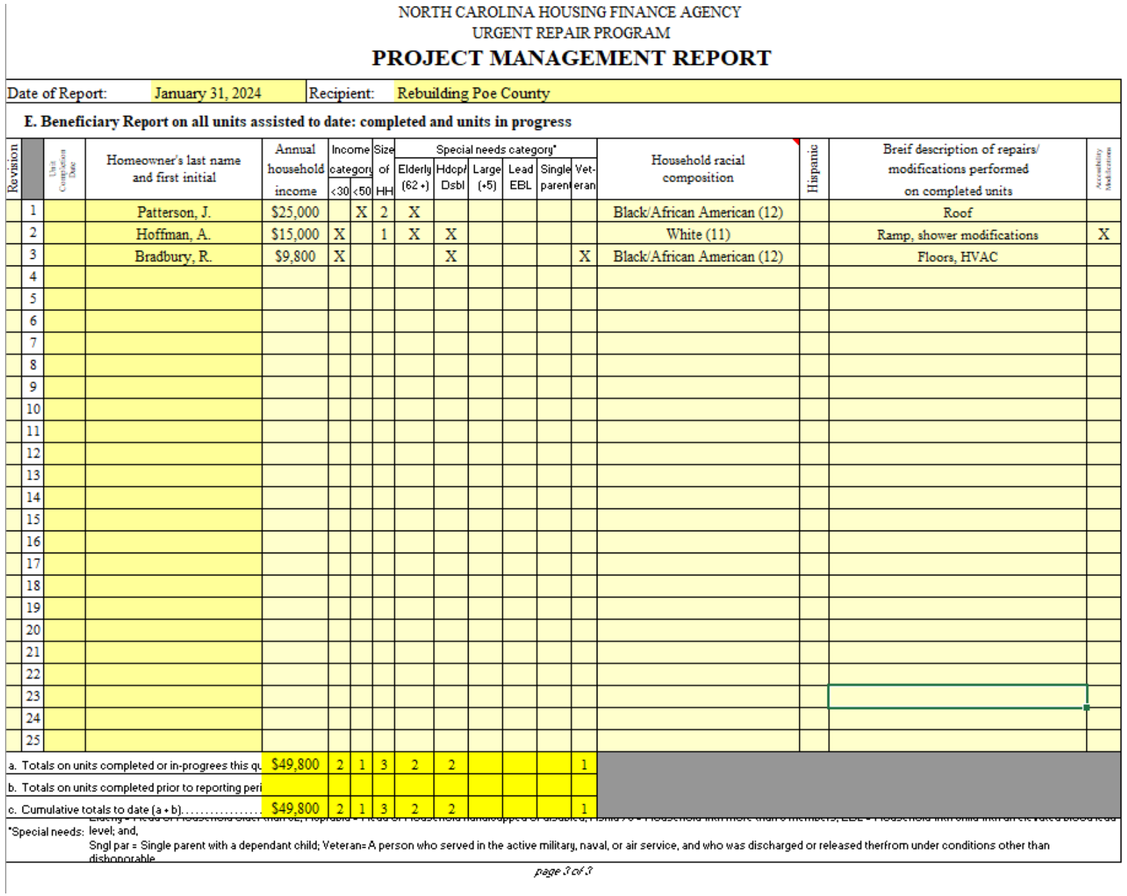
Completing the PMR: Initial Report



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Date of Report: January 31, 2024 | Recipient: Rebuilding Poe County

E. Beneficiary Report on all units assisted to date: completed and units in progress

Revision		Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category <30	Income category <50	Size of HH	Special needs category* Elderly (62 +)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accessibility Modifications
	1		Patterson, J.	$25,000		X	2	X						Black/African American (12)		Roof	
	2		Hoffman, A.	$15,000	X		1	X	X					White (11)		Ramp, shower modifications	X
	3		Bradbury, R.	$9,800	X				X				X	Black/African American (12)		Floors, HVAC	
	4																
	5																
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a. Totals on units completed or in-progrees this qu				$49,800	2	1	3	2	2				1				
b. Totals on units completed prior to reporting peri																	
c. Cumulative totals to date (a + b).....				$49,800	2	1	3	2	2				1				

*Special needs: Elderly = Head of Household elder than 62; Hdcp/Dsbl = Head of Household handicapped or disabled; Large = Household with more than 5 members; EBL = Household with child with an elevated blood lead level; and,
Sngl par = Single parent with a dependant child; Veteran= A person who served in the active military, naval, or air service, and who was discharged or released therfrom under conditions other than dishonorable

page 3 of 3

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

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Completing the PMR: Initial Report

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

PROJECT MANAGEMENT REPORT

Date of Report:	January 31, 2024	Recipient:	Rebuilding Poe County

E. Beneficiary Report on all units assisted to date: completed and units in progress

Revision		Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category		Size of HH	Special needs category*						Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accessibility Modifications
					<30	<50		Elderly (62 +)	Hdcpr/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran				
	1		Patterson, J.	$25,000		X	2	X						Black/African American (12)		Roof	
	2		Hoffman, A.	$15,000	X		1	X	X					White (11)		Ramp, shower modifications	X
	3		Bradbury, R.	$9,800	X				X				X	Black/African American (12)		Floors, HVAC	
	4																

Revision Column – use in future reports if you make changes

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

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

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

From application

Keep description brief

Place “X” here if work included an accessibility modification

Completing the PMR: Initial Report

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

*Special needs - Elderly = Head of Household older than 62, Hdcp/Dsbl = Head of Household handicapped or disabled, Hsnld 7+ = Household with more than 6 members, EBL = Household with child with an elevated blood lead level, and

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.

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

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

Completing the PMR: Initial Report

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

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Completing the PMR: Subsequent Reports

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

NORTH CAROLINA HOUSING FINANCE AGENCY
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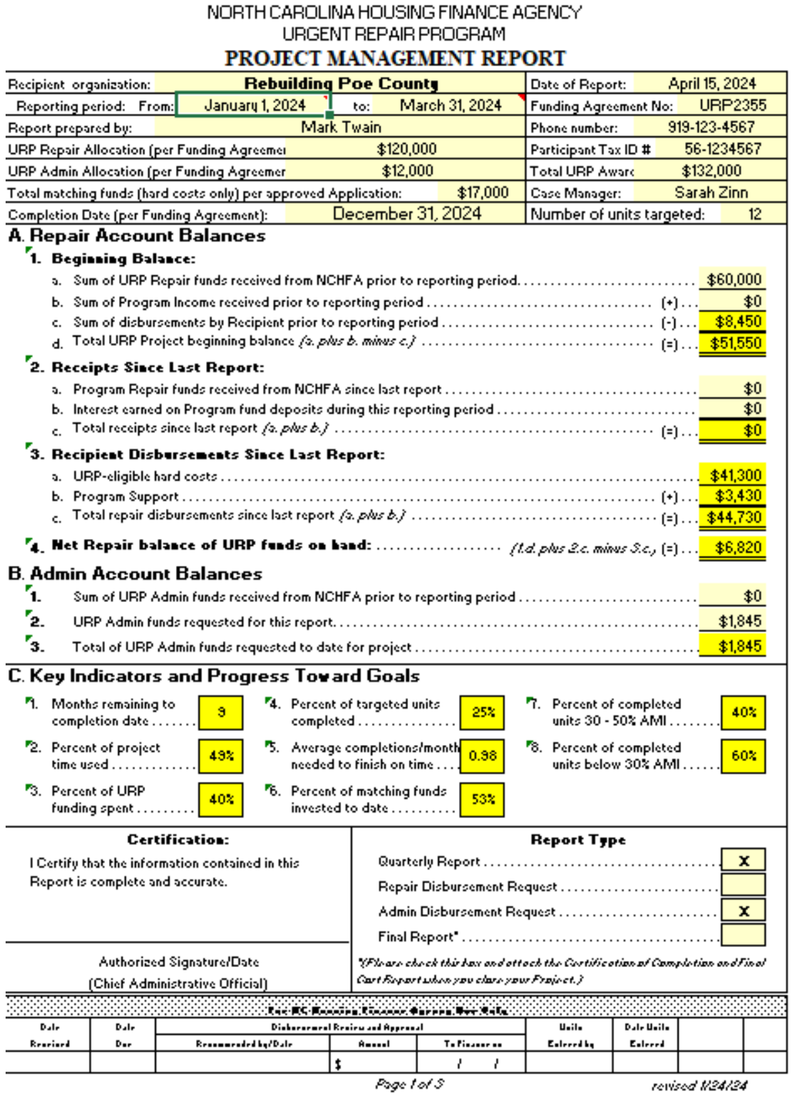
Completing the PMR: Subsequent Reports



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Recipient organization:	**Rebuilding Poe County**	Date of Report:	April 15, 2024
Reporting period: From:	January 1, 2024 to: March 31, 2024	Funding Agreement No:	URP2355
Report prepared by:	Mark Twain	Phone number:	919-123-4567
URP Repair Allocation (per Funding Agreemer	$120,000	Participant Tax ID #	56-1234567
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Total matching funds (hard costs only) per approved Application:	$17,000	Case Manager:	Sarah Zinn
Completion Date (per Funding Agreement):	December 31, 2024	Number of units targeted:	12

A. Repair Account Balances

1. Beginning Balance:		
a. Sum of URP Repair funds received from NCHFA prior to reporting period		$60,000
b. Sum of Program Income received prior to reporting period	(+)	$0
c. Sum of disbursements by Recipient prior to reporting period	(-)	$8,450
d. Total URP Project beginning balance *(a. plus b. minus c.)*	(=)	$51,550
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		$41,300
b. Program Support	(+)	$3,430
c. Total repair disbursements since last report *(a. plus b.)*	(=)	$44,730
4. Net Repair balance of URP funds on hand: *(1.d. plus 2.c. minus 3.c.)*	(=)	$6,820

B. Admin Account Balances

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

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	9	4. Percent of targeted units completed	25%	7. Percent of completed units 30 - 50% AMI	40%
2. Percent of project time used	43%	5. Average completions/month needed to finish on time	0.38	8. Percent of completed units below 30% AMI	60%
3. Percent of URP funding spent	40%	6. Percent of matching funds invested to date	53%		

Certification:

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

Authorized Signature/Date
(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	
Admin Disbursement Request	X
Final Report*	

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

For HFC Housing Finance Agency Use Only

Date Received	Date Due	Disbursement Review and Approval: Recommended by/Date	Amount	To Finance on	Units Entered by	Date Units Entered		
			$	/ /				

Page 1 of 3 revised 1/24/24

- Page 1
  - Change dates
  - Update account balances for repair and admin
  - Key indicators will change (based on pages 2 and 3 of PMR)
  - Certification/signature
  - Report type
    - In addition to Quarterly Report:
      - Request admin disbursement
      - Request repair disbursement

Completing the PMR: Subsequent Reports

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

PROJECT MANAGEMENT REPORT

Recipient organization:	**Rebuilding Poe County**	Date of Report:	April 15, 2024 ▲
Reporting period: From:	January 1, 2024 ▲ to: March 31, 2024 ▲	Funding Agreement No:	URP2355
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URP Admin Allocation (per Funding Agreement):	$12,000	Total URP Award	$132,000
Total matching funds (hard costs only) per approved Application:	$17,000	Case Manager:	Sarah Zinn
Completion Date (per Funding Agreement):	December 31, 2024	Number of units targeted:	12

▲ = Changes from initial report

Completing the PMR: Subsequent Reports

A. Repair Account Balances

1.	**Beginning Balance:**		
a.	Sum of URP Repair funds received from NCHFA prior to reporting period		$60,000
b.	Sum of Program Income received prior to reporting period	(+)	$0
c.	Sum of disbursements by Recipient prior to reporting period	(-)	$8,450
d.	Total URP Project beginning balance *(a. plus b. minus c.)*	(=)	$51,550
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		$41,300
b.	Program Support	(+)	$3,430
c.	Total repair disbursements since last report *(a. plus b.)*	(=)	$44,730
4.	**Net Repair balance of URP funds on hand:** *(1.d. plus 2.c. minus 3.c.)*	(=)	$6,820

B. Admin Account Balances

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

C. Key Indicators and Progress Toward Goals

1.	Months remaining to completion date	9	4.	Percent of targeted units completed	25%	7.	Percent of completed units 30 - 50% AMI	40%
2.	Percent of project time used	49%	5.	Average completions/month needed to finish on time	0.98	8.	Percent of completed units below 30% AMI	60%
3.	Percent of URP funding spent	40%	6.	Percent of matching funds invested to date	53%			

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

- A. 2. a. will change if you got 2nd disbursement during report quarter
- A. 2. b will be interest for report quarter

This section auto totals from page 2

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

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

Completing the PMR: Subsequent Reports

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	9	4. Percent of targeted units completed	25%	7. Percent of completed units 30 - 50% AMI	40%
2. Percent of project time used	49%	5. Average completions/month needed to finish on time	0.98	8. Percent of completed units below 30% AMI	60%
3. Percent of URP funding spent	40%	6. Percent of matching funds invested to date	53%		

Certification:

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

Authorized Signature/Date

(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	
Admin Disbursement Request	X
Final Report*	

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

For NC Housing Finance Agency Use Only

Date Received	Date Due	Disbursement Review and Approval			Units Entered by	Date Units Entered		
		Recommended by/Date	Amount	To Finance on				
			$	/ /				

Page 1 of 3 *revised 1/24/24*

Signed by CAO (who signed application)

Report Type

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

Completing the PMR: Subsequent Reports

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

PROJECT MANAGEMENT REPORT

Date of Report:	April 15, 2024	Recipient:	Rebuilding Poe County

D. Financial Status Report on all units assisted to date: completed and units in progress

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP $ HC + SC	URP $ Admin
											Amount	Source			
	1		James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	$10,000			$1,000	$11,000	
	2	12/28/23	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	$7,500			$950	$8,450	$845
	3	2/10/24	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27658	1,200	$11,500			$500	$12,000	$1,000
	4	3/1/24	Toni	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														
	10														
	11														
	12														
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	16														
	17														
	18														
	19														
	20														
	21														
	22														
	23														
	24														
	25														
	a		Totals on units completed or in-progress during this quarter.						5,350	$41,300	$9,000		$3,430	$44,730	$1,000
	b		Totals on units completed prior to reporting period.						950	$7,500			$950	$8,450	$845
	c		Cumulative totals to date (a + b).						6,300	$48,800	$9,000		$4,380	$53,180	$1,845

page 2 of 3

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

NORTH CAROLINA HOUSING FINANCE AGENCY
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Completing the PMR: Subsequent Reports

Initial Report:

		Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP $ HC + SC	URP $ Admin
				Amount	Source			
a	Totals on units completed or in-progress during this quarter.	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 during this quarter.	5,350	$41,300	$9,000		$3,430	$44,730	$1,000
b	Totals on units completed prior to reporting period.	950	$7,500			$950	$8,450	$845
c	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
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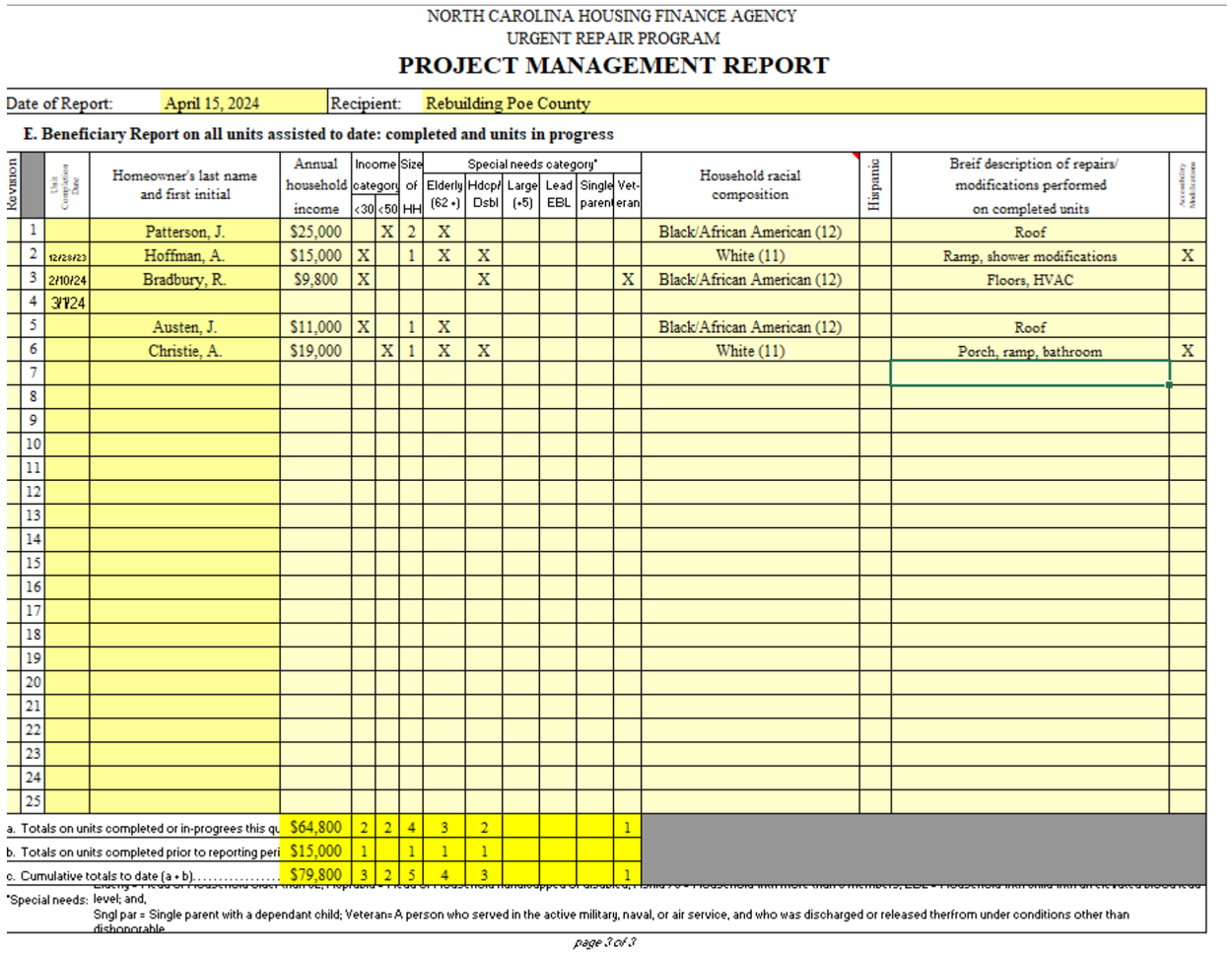
Completing the PMR: Subsequent Reports



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

PROJECT MANAGEMENT REPORT

Date of Report: April 15, 2024 | Recipient: Rebuilding Poe County

E. Beneficiary Report on all units assisted to date: completed and units in progress

Revision		Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category <30	Income category <50	Size of HH	Special needs category* Elderly (62 +)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Veteran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accessibility Modifications
	1		Patterson, J.	$25,000		X	2	X						Black/African American (12)		Roof	
	2	12/28/23	Hoffman, A.	$15,000	X		1	X	X					White (11)		Ramp, shower modifications	X
	3	2/10/24	Bradbury, R.	$9,800	X				X				X	Black/African American (12)		Floors, HVAC	
	4	3/1/24															
	5		Austen, J.	$11,000	X		1	X						Black/African American (12)		Roof	
	6		Christie, A.	$19,000		X	1	X	X					White (11)		Porch, ramp, bathroom	X
	7																
	8																
	9																
	10																
	11																
	12																
	13																
	14																
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	16																
	17																
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	22																
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	24																
	25																
a. Totals on units completed or in-progrees this qu				$64,800	2	2	4	3	2				1				
b. Totals on units completed prior to reporting peri				$15,000	1		1	1	1								
c. Cumulative totals to date (a + b).....				$79,800	3	2	5	4	3				1				

*Special needs: Elderly = Head of household older than 62; Hoprabld = Head of household handicapped or disabled; Hsmld 7+ = Household with more than 6 members; EBL = Household with child with an elevated blood lead level; and,
Sngl par = Single parent with a dependant child; Veteran= A person who served in the active military, naval, or air service, and who was discharged or released therfrom under conditions other than dishonorable

page 3 of 3

- Page 3
  - Continue to fill in demographic data and repairs for each unit added
  - Note Line 4 is blank – no URP funds were used, 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

NORTH CAROLINA HOUSING FINANCE AGENCY
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Completing the PMR: Subsequent Reports

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

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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 1st disbursement amount has been expended, based on PMR

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Requesting Additional Funds: Admin

B. Admin Account Balances

1.	Sum of URP Admin funds received from NCHFA prior to reporting period	$0
2.	URP Admin funds requested for this report.	$4,845
3.	Total of URP Admin funds requested to date for project	$4,845

C. Key Indicators and Progress Toward Goals

1. Months remaining to completion date	6	4. Percent of targeted units completed	42%	7. Percent of completed units 30 - 50% AMI	33%
2. Percent of project time used	66%	5. Average completions/month needed to finish on time	1.14	8. Percent of completed units below 30% AMI	67%
3. Percent of URP funding spent	40%	6. Percent of matching funds invested to date	0%		

Certification:

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

Authorized Signature/Date
(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	
Admin Disbursement Request	X
Final Report*	

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

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

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

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Requesting Additional Funds: 2nd Repair Disbursement

A. Repair Account Balances			
1. Beginning Balance:			
a. Sum of URP Repair funds received from NCHFA prior to reporting period			$60,000
b. Sum of Program Income received prior to reporting period		(+)	$0
c. Sum of disbursements by Recipient prior to reporting period		(-)	$11,000
d. Total URP Project beginning balance *(a. plus b. minus c.)*		(=)	$49,000
2. Receipts Since Last Report:			
a. Program Repair funds received from NCHFA since last report			$0
b. Interest earned on Program fund deposits during this reporting period			$0
c. Total receipts since last report *(a. plus b.)*		(=)	$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. plus b.)*		(=)	$54,200
4. Net Repair balance of URP funds on hand:	*(1.d. plus 2.c. minus 3.c.)*	(=)	-$5,200
B. Admin Account Balances			
1. Sum of URP Admin funds received from NCHFA prior to reporting period			$4,845
2. URP Admin funds requested for this report.			$1,000
3. Total of URP Admin funds requested to date for project			$5,845

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

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Requesting Additional Funds: 2nd Repair Disbursement

C. Key Indicators and Progress Toward Goals

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

Certification:

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

_____

Authorized Signature/Date

(Chief Administrative Official)

Report Type

Quarterly Report	X
Repair Disbursement Request	X
Admin Disbursement Request	X
Final Report*	

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

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

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Completing the PMR: Final Report

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

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Completing the PMR: Final Report

PROJECT MANAGEMENT REPORT

Recipient organization:	**Rebuilding Poe County**			Date of Report:	January 31, 2025
Reporting period: From:	October 1, 2024	to:	December 31, 2024	Funding Agreement No:	URP2355
Report prepared by:	Mark Twain			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:			$17,000	Case Manager:	Sarah Zinn
Completion Date (per Funding Agreement):	December 31, 2024			Number of units targeted:	12

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

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Completing the PMR: Final Report

- Page 1 of the Final Report will be shown as 4 examples:
  a. 1st and 2nd 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)

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Completing the PMR: Final Report
A - 1st and 2nd disbursement received prior to reporting period

A. Repair Account Balances

1.	**Beginning Balance:**		
a.	Sum of URP Repair funds received from NCHFA prior to reporting period		$120,000
b.	Sum of Program Income received prior to reporting period	(+)	$0
c.	Sum of disbursements by Recipient prior to reporting period	(-)	$109,700
d.	Total URP Project beginning balance *(a. plus b. minus c.)*	(=)	$10,300
2.	**Receipts Since Last Report:**		
a.	Program Repair funds received from NCHFA since last report		$0
b.	Interest earned on Program fund deposits during this reporting period		$0
c.	Total receipts since last report *(a. plus b.)*	(=)	$0
3.	**Recipient Disbursements Since Last Report:**		
a.	URP-eligible hard costs		$9,300
b.	Program Support	(+)	$1,000
c.	Total repair disbursements since last report *(a. plus b.)*	(=)	$10,300
4.	**Net Repair balance of URP funds on hand:** *(1.d. plus 2.c. minus 3.c.)*	(=)	$0

B. Admin Account Balances

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

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 12/31). In this example, 2nd disbursement was received prior to report period.
- Program Income is only if you have interest bearing account

- A. 2. a. will be blank since 2nd disbursement included in A. 1. a.

- This section auto totals from page 2
- Only calculates based on work completed during reporting period at top of page

- B. 1. is amount you've received prior to reporting period
- B. 2. is the amount you are requesting
- B. 3. cannot be more than total on page 2 'URP $ Admin' column

- If C. 5. shows up as ### that's okay, it's because C. 1. is 0, which is giving the error.

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

A. Repair Account Balances

1. Beginning Balance:			
a. Sum of URP Repair funds received from NCHFA prior to reporting period			$60,000
b. Sum of Program Income received prior to reporting period		(+)	$0
c. Sum of disbursements by Recipient prior to reporting period		(-)	$109,700
d. Total URP Project beginning balance *(a. plus b. minus c.)*		(=)	-$49,700
2. Receipts Since Last Report:			
a. Program Repair funds received from NCHFA since last report			$60,000
b. Interest earned on Program fund deposits during this reporting period			$0
c. Total receipts since last report *(a. plus b.)*		(=)	$60,000
3. Recipient Disbursements Since Last Report:			
a. URP-eligible hard costs			$9,300
b. Program Support		(+)	$1,000
c. Total repair disbursements since last report *(a. plus b.)*		(=)	$10,300
4. Net Repair balance of URP funds on hand:	*(1.d. plus 2.c. minus 3.c.)*	(=)	$0

B. Admin Account Balances

1. Sum of URP Admin funds received from NCHFA prior to reporting period	$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 completion date: 0	4. Percent of targeted units completed: 92%	7. Percent of completed units 30 - 50% AMI: 45%
2. Percent of project time used: 100%	5. Average completions/month needed to finish on time: #####	8. Percent of completed units below 30% AMI: 55%
3. Percent of URP funding spent: 91%	6. Percent of matching funds invested to date: 76%	

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 12/31). In this example, 2nd 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 2nd 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. Repair Account Balances

1. Beginning Balance:

a.	Sum of URP Repair funds received from NCHFA prior to reporting period		$60,000
b.	Sum of Program Income received prior to reporting period	(+)	$0
c.	Sum of disbursements by Recipient prior to reporting period	(-)	$109,700
d.	Total URP Project beginning balance *(a. plus b. minus c.)*	(=)	-$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.)*	(=)	$10,300

4. Net Repair balance of URP funds on hand: *(1.d. plus 2.c. minus 3.c.)* (=) -$60,000

B. Admin Account Balances

1.	Sum of URP Admin funds received from NCHFA prior to reporting period	$4,845
2.	URP Admin funds requested for this report.	$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 completion date	0	4. Percent of targeted units completed	92%	7. Percent of completed units 30 - 50% AMI	45%
2. Percent of project time used	100%	5. Average completions/month needed to finish on time	#####	8. Percent of completed units below 30% AMI	55%
3. Percent of URP funding spent	91%	6. Percent of matching funds invested to date	76%		

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 12/31). In this example, a 2nd disbursement has not be requested
- Program Income is only if you have interest bearing account

- A. 2. a. will be $0 since 2nd 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. Repair Account Balances

1. Beginning Balance:

a.	Sum of URP Repair funds received from NCHFA prior to reporting period		$120,000
b.	Sum of Program Income received prior to reporting period	(+)	$0
c.	Sum of disbursements by Recipient prior to reporting period	(-)	$109,700
d.	Total URP Project beginning balance *(a. plus b. minus c.)*	(=)	$10,300

2. Receipts Since Last Report:

a.	Program Repair funds received from NCHFA since last report		$0
b.	Interest earned on Program fund deposits during this reporting period		$0
c.	Total receipts since last report *(a. plus b.)*	(=)	$0

3. Recipient Disbursements Since Last Report:

a.	URP-eligible hard costs		$0
b.	Program Support	(+)	$0
c.	Total repair disbursements since last report *(a. plus b.)*	(=)	$0

4. Net Repair balance of URP funds on hand: *(1.d. plus 2.c. minus 3.c.)* (=) $10,300

B. Admin Account Balances

1.	Sum of URP Admin funds received from NCHFA prior to reporting period	$4,845
2.	URP Admin funds requested for this report	$5,000
3.	Total of URP Admin funds requested to date for project	$9,845

C. Key Indicators and Progress Toward Goals

1.	Months remaining to completion date	0	4.	Percent of targeted units completed	83%	7.	Percent of completed units 30 - 50% AMI	45%
2.	Percent of project time used	100%	5.	Average completions/month needed to finish on time	######	8.	Percent of completed units below 30% AMI	55%
3.	Percent of URP funding spent	83%	6.	Percent of matching funds invested to date	59%			

- For A. 1. a. enter the amount of funds received prior to reporting period (10/1 – 12/31). In this example, a 2nd disbursement was received prior period
- Program Income is only if you have interest bearing account

- A. 2. a. will be $0 since 2nd 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

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

For NC Housing Finance Agency Use Only

Date Received	Date Due	Disbursement Review and Approval			Units Entered by	Date Units Entered		
		Recommended by/Date	Amount	To Finance on				
			$	/ /				

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 2nd 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

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Completing the PMR: Final Report

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Date of Report: January 31, 2025 | Recipient: Rebuilding Poe County

D. Financial Status Report on all units assisted to date: completed and units in progress

Revision	DU	Unit Completion Date	First name and middle initial of homeowner	Last name of homeowner	Street address of completed unit	City/town of completed unit	County of completed unit	Zip code	Sq. ft. size of unit	URP Hard Costs	Other hard costs identified by source		URP Soft Costs	Total URP $ HC + SC	URP $ Admin
											Amount	Source			
	1	2/15/24	James F.	Patterson	124 Jury Way	Poeville	Poe	27654	1,000	$10,000			$1,000	$11,000	$1,000
	2	4/30/24	Alice B.	Hoffman	2003 Magical Dr	Poeville	Poe	27654	950	$7,500			$950	$8,450	$845
	3	5/25/24	Ray	Bradbury	451 Fahrenheit Blvd	Usher	Poe	27652	1,200	$11,500	$1,000	Local	$500	$12,000	$1,000
	4	4/28/24	Will	Faulkner	415 Sound Lane	Poeville	Poe	27654	1,000	$9,000			$1,000	$10,000	$1,000
	5	5/1/24	Agatha	Christie	100 Mystery Drive	Usher	Poe	27652	1,300	$10,750			$1,000	$11,750	$1,000
	6	6/7/24	Maya	Angelou	500 Poet Lane	Poeville	Poe	27654	900	$11,000			$1,000	$12,000	$1,000
	7	6/7/24	John	Steinbeck	100 Grape Boulevard	Usher	Poe	27652	1,000	$11,500	$2,000	Local	$500	$12,000	$1,000
	8	8/16/24	Stevie	King	560 Horror Way	Poeville	Poe	27654	1,200	$9,500	$4,000	Local	$1,000	$10,500	$1,000
	9	8/23/24	Paula	Laureate	101 Bookish Rd	Poeville	Poe	27654	950	$11,000	$3,000	Local	$1,000	$12,000	$1,000
	10	9/5/24	Barnes E.	Noble	382 HWY 1	Usher	Poe	27652	1,000	$9,000			$1,000	$10,000	$1,000
	11	1/1/24	Janet	Austen	1000 Sensibility Way	Poeville	Poe	27654	1,200	$9,300	$3,000	Local	$1,000	$10,300	$1,000
	12														
	13														
	14														
	15														
	16														
	17														
	18														
	19														
	20														
	21														
	22														
	23														
	24														
	25														
	a	Totals on units completed or in-progress during this quarter.							1,200	$9,300	$3,000		$1,000	$10,300	$1,000
	b	Totals on units completed prior to reporting period.							10,500	$100,750	$10,000		$8,950	~~$109,700~~	~~$9,845~~
	c	Cumulative totals to date (a + b).							11,700	$110,050	$13,000		$9,950	$120,000	$10,845

page 2 of 3

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

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Completing the PMR: Final Report

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Date of Report: January 31, 2025 | Recipient: Rebuilding Poe County

E. Beneficiary Report on all units assisted to date: completed and units in progress

Revision		Unit Completion Date	Homeowner's last name and first initial	Annual household income	Income category <30	Income category <50	Size of HH	Special needs category* Elderly (62 +)	Hdcp/ Dsbl	Large (+5)	Lead EBL	Single parent	Vet-eran	Household racial composition	Hispanic	Breif description of repairs/ modifications performed on completed units	Accessibility Modifications
	1	2/15/24	Patterson, J.	$25,000		X	2	X						Black/African American (12)	No	Roof	
	2	4/30/24	Hoffman, A.	$15,000	X		1	X	X					White (11)	No	Ramp, shower modifications	X
	3	5/25/24	Bradbury, R.	$9,800	X				X				X	Black/African American (12)	No	Floors, HVAC	
	4	4/28/24	Faulkner, W.	$19,160		X	1	X						White (11)	No	Roof	
	5	5/1/24	Christie, A.	$10,800	X		1	X						White (11)	No	Ramp, flooring	X
	6	6/7/24	Angelou, M.	$9,700	X		1	X	X					Black/African American (12)	No	Roof	
	7	6/7/24	Steinbeck, J.	$12,680	X		1		X				X	White (11)	No	HVAC	
	8	8/16/24	King, S.	$27,000		X	2	X						White (11)	No	Bathroom repairs	
	9	8/23/24	Laureate , P.	$30,500		X	1	X						Black/African American (12)	No	Roof	
	10	9/5/24	Noble, B.	$17,800	X		1	X	X					Black/African American (12)	No	HVAC	
	11	11/1/24	Austen, .	$22,500		X	1		X					White (11)	No	Ramp, Roof repairs	X
	12																
	13																
	14																
	15																
	16																
	17																
	18																
	19																
	20																
	21																
	22																
	23																
	24																
	25																
a. Totals on units completed or in-progrees this quarter.				$22,500		1	1		1								
b. Totals on units completed prior to reporting period...				$177,440	6	4	11	8	5								
c. Cumulative totals to date (a + b).....				$199,940	6	5	12	8	6								

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

- Page 3
  - Be sure all demographic data is complete
    - Only fill in columns that apply
  - Include brief description of repairs. We hand enter these – keep it short!

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Completing the PMR: Final Report

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