NORTH CAROLINA HOUSING FINANCE AGENCY
Urgent Repair Program

Instructions to URP Project Management Report

General: Project Management Reports from all recipients are due at the North Carolina Housing Finance Agency (the Agency) office by 5:00 p.m. of the last day of the month following the end of the federal calendar quarter (i.e., by: April 30 (for the 1st quarter), July 31, October 31, and January 31). Reports must be submitted regardless of the level of activity to be reported. Project Management Reports are cumulative reports that list the requested information for all units assisted (complete or in-progress) from the beginning of the project to the date of the submitted report. An additional report may be submitted during a quarter to request a disbursement (See Program Guidelines, Section 3.2.2). As with all other communications regarding your Urgent Repair Program grant, Project Management Reports should be addressed to your case manager for the Urgent Repair Program.

The Project Management Report was designed to be entered using the electronic version. Please note that the light-yellow cells designate entered information and the brighter yellow cells highlight computer calculated fields.

All reports must be signed and dated in the "**Certification**" box on page one by an authorized officer or agent of the Recipient. Ideally, the supervisor of the person who prepared it should sign the report. In the "**Report Type**" box, check as many items as apply. For instance, say a given report is submitted as a quarterly report and you wish to request a disbursement. You would check the box to the right of "Quarterly Report" and the box to the right of the type of "Disbursement Request". Generally, if an accurate and complete Activity Report serving as a disbursement request is received by your case manager by noon on Wednesday, the funds disbursement will be deposited by Tuesday of the following week.

A. Repair Account Balances (page 1)
    1. Beginning Balance:
        a. On your first Activity Report, enter "0". On subsequent reports enter the sum of all URP Repair funds received from the Agency prior to the reporting period.

        b. On your first report, enter "0". On subsequent reports enter the sum of all the interest (if applicable) on the URP Repair funds received prior to the reporting period.

        c. Auto-calculated.

        d. Auto-calculated.

    2. Receipts since last report:
        a. Enter the amount of any URP Repair funds received from the Agency during the current reporting period.

        b. Enter the amount of interest (if applicable) earned on Program funds during the reporting period.

        c. Auto-calculated

3. Recipient disbursements since last report:
        a. Auto-calculated.

        b. Auto-calculated.

        c. Auto-calculated.

4. Net Repair balance on hand: This entry should equal the balance of your Repair Program Fund account as of the closing day of the reporting period *(auto-calculated).* If your balance is negative, funds may be eligible for a disbursement.

B. Admin Account Balances (page 1)

1. **Sum of URP Admin funds received from NCHFA prior to reporting period**
   On your first Activity Report, enter "0". On subsequent reports enter the sum of all URP Administrative funds received from the Agency prior to the reporting period.

2. **URP Admin funds requested for this report**
   Enter the amount of any URP Administrative funds being requested from the Agency for completed units for this current reporting period.

3. **Total of URP Admin funds requested to date for project**
   Auto-calculated

C. Key Indicators and Progress Toward Goals

Each indicator is automatically calculated and provides an accurate snapshot of project progress once data is up to date on pages 2 and 3.

D. Financial Report on units assisted to date (page 2)

Data entered in this section and section D is cumulative. In order to account for units completed, in-progress and/or reported previously, please enter the unit completion date if complete, or leave the date blank if in-progress during the current reporting period. List units in the order in which they were assisted. Always keep the units in the same order on each report.

Revision: Place an "X" in the box if previously reported information for the unit has been revised.

Unit Completion Date: Recipients utilizing a bid process to select contractors shall use the date of the final payment to the contractor for the unit completion date. If a recipient is working with their own work crews, the date of the last payment to their project account for hard costs for the unit will be the unit completion date.

First name and middle initial of homeowner: Self-explanatory.

Last name of homeowner: Self-explanatory.

Street address of completed unit: Enter the actual street address. Simply giving a road name or number such as "Hwy 64" or "Jackson Road" will not suffice.

City/town of completed unit: Self-explanatory.

Zip code: Self-explanatory.
County of completed unit: Self-explanatory.

Square foot size of the unit: Self-explanatory.

URP hard costs: Enter the amount of Urgent Repair Program funds disbursed to pay for physical housing repairs/modifications ("hard costs") only. If private unaffiliated contractors were used to perform the work, this amount should be the amount of the repair/modification contract. For Recipients using employees or affiliated contractors to do the work, eligible hard costs are described at section 4.2.2 of the Program Guidelines.

Other hard costs; identified by source: Enter the amount of funds from any other source used for improvements made to the dwelling unit in association with the URP-funded work. Identify the source of the funds. (Note: These funds must not be from state or federal sources, other than WAP or HARRP monies, Home and Community Care Block Grants provided by the North Carolina Division of Aging and Adult Services, or funds from Independent Living Centers.)

URP program support: Enter the amount of program support costs associated with the hard cost expenditures on the unit. This amount must not exceed the limits in Table A in section 2.1.8 of the Program Guidelines. An error message will appear if an amount is entered that exceeds the maximum allowance, includes cents or is 0. Enter an acceptable amount to remove the message or leave blank if the maximum amount ($12,000) was spent on hard cost.

Total URP $ HC + PS: The total amount of URP hard costs and program support costs by unit *(auto-calculated)*.

URP $ Admin: Enter the amount of administrative costs associated with the hard cost and soft cost expenditures on the unit. This amount must not exceed the lesser of either ten percent of the sum hard and soft cost of the unit or $1,000. An error message will appear if an amount is entered that either exceeds the maximum allowance or includes cents. Enter an acceptable amount to remove the message.

All applicable columns as indicated at line a, i.e. totals for all completed and in-progress units during the current reporting period. At line b, for the first report all totals will be 0's and after the first report, the data may be taken from line c of the previous report. At line c the totals from lines a and b to report the cumulative data *(All totals are auto-calculated)*.

E. Beneficiary Report for units assisted to date (page 3)

Again, data entered in this section and section C is cumulative. In order to account for units completed, in-progress and/or reported previously, please enter the unit completion date if complete, or leave the date blank if in-progress during the current reporting period. The homeowner's name will not appear if hard costs are not entered.

Revision: Place an "X" in the box if previously reported information for the unit has been revised.

Unit Completion Date: (*auto-calculated*).

Homeowner's last name and first initial: Self-explanatory (*auto-filled from Page 2 in electronic version*).

Annual household income: Enter the household's verified annual income. This should equal the amount shown as "Annual Gross Household Income" at the bottom of the "Gross Income Work Table" on the homeowner's "Application & Eligibility Certification" form.

Income category: Place an "X" in the box that indicates the income category of the eligible household.

Size of HH: Enter the number of full-time members of the assisted household. Special needs category(ies): Indicate any and all special needs categories fitting the household assisted by entering an "X" or a "1" in each column that applies. "Elderly" means sixty-two years old or older; "Hdcp/Dsbld." means disabled or handicapped; "Large" means households with five (5) or more full-time members; "EBL Child" means a child below the age of six (6) experiencing an LBP Hazard, and; "Single Parent." means households with one or more minor children headed by a single parent. Veteran is a person who is a military veteran, as defined as one who served in the active military, naval or air service. Check all columns that apply.

Household racial composition: Enter the appropriate household racial category by selecting the appropriate household racial category from the pulldown list.

Hispanic: Enter "Yes" or "No" for the appropriate household ethnicity by selecting "Yes" or "No" from the pulldown list.

Description of repairs or modifications completed with URP funds: Briefly identify the specific URP-funded repairs or modifications.

Accessibility Modifications: Indicate whether any URP funded repairs or modifications increased the home's accessibility for any disabled or handicapped clients (handicapped ramps, grab bar installations, passage or entryway modifications, etc.) by entering "X" in the column.

All applicable columns as indicated at line a, i.e. totals for all completed and in-progress units during the current reporting period. At line b, for the first report all totals will be 0's and after the first report, the data may be taken from line c of the previous report. At line c the totals from lines a and b to report the cumulative data *(All totals are auto-calculated)*.