

NCHFA URP 2027

Implementation Webinar
April 28, 2026

WELCOME!



Our Mission

We provide safe, affordable housing opportunities to enhance the quality of life of North Carolinians.



NC Housing Finance Agency

The North Carolina Housing Finance Agency (NCHFA) is a self-supporting public agency. We have financed over \$37.4 billion in affordable homes & apartments.

Created by the General Assembly in 1973, the Agency's sole purpose is to create housing opportunities for North Carolinians whose needs are not met by the market.



NC Housing Finance Agency

More than **333,400** households have benefited from our investments, including home buyers, homeowners, renters and persons with special needs.

All **100** counties have improved their housing stock and have benefited from the jobs and tax revenues generated by NCHFA financed projects/programs.



Our Impact in 2025

Our self-supporting Agency leverages public funds with private investments to finance affordable housing opportunities for all North Carolinians. In 2025, these investments meant:

- \$3 Billion in Real Estate Activity
- 12,500 Homes and Apartments Financed
- 30,100 Jobs Supported
- \$101.1 Million Tax Revenues Generated
- 530 Communities Reached



2025 Home Ownership Rehab Production

Our partners were able to assist 1,259 of our neighbors in need of assistance.

151 Essential Single-Family Rehabilitation Loan Pool (ESFRLP)

5 Essential Single-Family Rehabilitation Loan Pool – Disaster Recovery (ESFLP-DR)

852 Urgent Repair Program (URP)

251 Displacement Prevention Partnership (DPP)



Our Home Ownership Rehab Team

Ana Coria
 Chuck Dopler
 Dan McFarland
 Donna Coleman
 Eddie Fishburne
 Frank Heath
 Kim Hargrove
 Laura Altimare
 Mike Handley
 Sarah Zinn
 Sonia Joyner



Brian O'Donnell – Policy
 Liz Hair – Legal



URP27 Implementation Workshop Agenda

Welcome! Agency and URP Overview
 Success with the URP Program
 File Setup/Advertising/Intake/Homeowner Selection
 10 minute Stretch Break
 Repairs/Completing Units
 15 minute Stretch Break
 Reporting/Admin/Income
 Loan Closing Process
 Thanks and Have a Great Day!



Website

- Navigate to our Website: <https://www.housingbuildsnc.com>
- Bookmark this page
 - <https://www.nchfa.com/home-ownership-partners/community-partners/community-programs/urgent-repair-program/forms-and-resources>
 - You will find the Admin manual plus required and optional forms you need to operate your project successfully



Our Mission

We provide safe, affordable housing opportunities to enhance the quality of life of North Carolinians.

So who are some of the people in need of safe and affordable housing?



Who are we supporting?

Roughly 15% of NC's
Population is aged 65 or
older.



The fastest growing
population segment is 85
and older.



Aging In Place

“Some 70% of seniors spend
the rest of their lives in the
place where they celebrated
their 65th birthday” -
Journal of Housing for the
Elderly



Displacement Prevention

	Average Length of Stay	Cost to Taxpayer
Assisted Living	2.1 Years	\$76,999
Nursing Home	2.4 Years	\$85,186



The return on investment has been significant: every \$1 spent on URP can save up to \$19 in Medicaid/Medicare



Latest URP Results

	2023 Cycle	2024 Cycle
Homeowners served	840	824
Avg Hard Costs/Unit	\$9,600	\$10,035
Avg Program Expense (Soft Cost)/Unit	\$793	\$819

	2023 Calendar Year	2024 Calendar Year
Homeowners served	689	865
Avg Hard Costs/Unit	\$8,799	\$9,575
Avg Program Expense (Soft Cost)/Unit	\$760	\$774

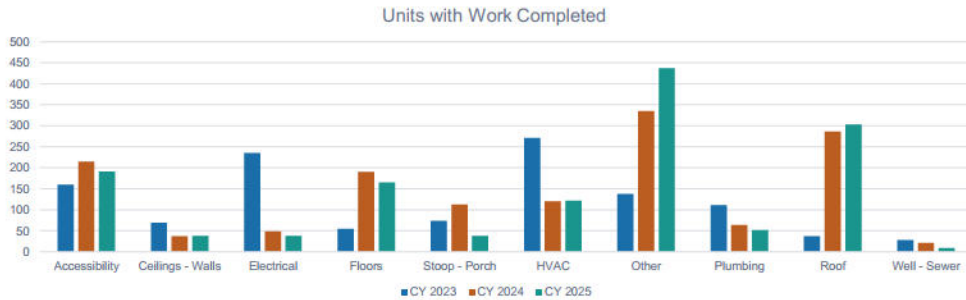


URP Households for CY 2024

Average income households assisted	\$18,175
Percent Households below 30% AMI	58%
Percent Households Elderly	79%
Percent Households Disabled	49%
Units Completed in 2024	810
Total Units Completed to Date for URP in all 100 counties	19,267



URP Repairs by Work Description for CY2025



Note – Many units have more than one work item completed



URP26 Application for Funding

- Applications for URP27 funding were submitted by 12/16/25.
- Ranking criteria were based on applicant capacity (qualifications of key staff, performance under other home repair programs), proposed matching funds, and areas that were determined to be underserved.



Congratulations!
You are the successful applicants.

**After this Workshop, your next steps
are the PAD Process and
Funding Agreement
so you can begin to operate your
program.**



SUCCESS WITH THE URGENT REPAIR PROGRAM



Before you do anything,

READ

Your URP27 Administrator's Manual



- 1 We are covering only the highlights in this Webinar
- 2 Program guidelines are referenced by number throughout the Webinar presentation
- 3 Use the index in the Administrator's Manual to find a topic
- 4 Use your screenshot function if you want to save a slide
- 5 You can ask us a question by typing then sending it



What's New for URP27

General Changes:

1. Post Approval Documentation (PAD) is being submitted through DocuSign
2. URP PMR for October 1, 2027 – December 31, 2027 due January 31, 2028
3. URP Final PMR, due 2/14/27, cannot have any disbursements (admin or rehab)

* Note – 2 and 3 were changed with URP26



What's New for URP27

- Chuck Dopler is retiring May 31, 2026 and
- Dan McFarland is retiring July 31, 2026.
 - This is their last URP Implementation Workshop!
- Frank Heath is our newest Housing Rehab Officer! WELCOME!



First Things First

PG 1. Goals, Objectives and Funding Sources



URP Goals (PG1.1)

- To alleviate housing conditions which pose an imminent threat to the life or safety of **very low-income** homeowners **with special needs**;
- To provide accessibility modifications and other repairs necessary to prevent displacement of very low-income homeowners with special needs, such as frail elderly and persons with disabilities



URP Objectives (PG 1.2)

- Distribute Program Funds equitably across the state
- Serve households with urgent repair needs that can't be met through other state or federal housing assistance programs
- Enable the frail elderly and those with physical disabilities to remain in their homes through repairs and modifications

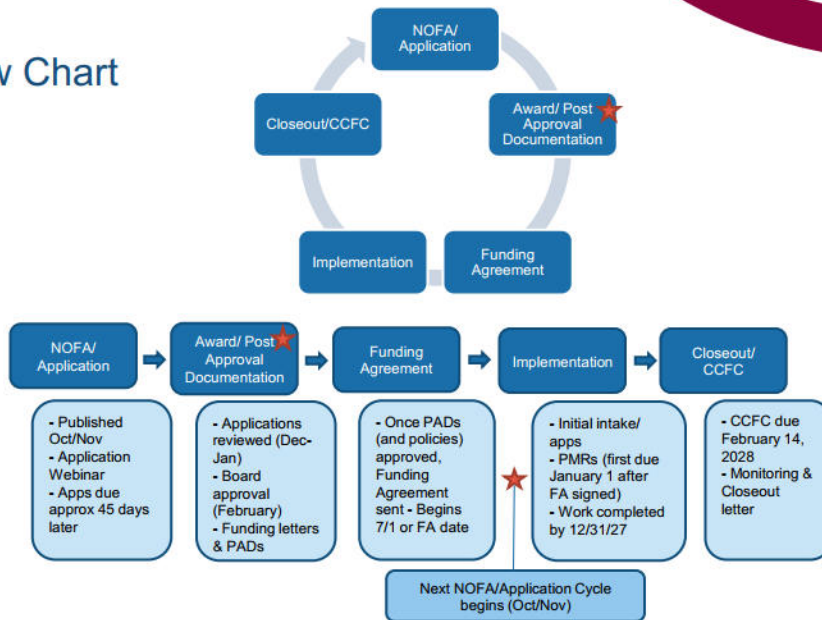
URP Funding Sources (PG1.3)

- The North Carolina Housing Trust Fund is the **only** source for Hard and Soft Costs
 - State Legislature appropriated
 - No CFDA number
 - Your Funding Agreement in Part B Section 2 outlines specific sources required by state contract provisions, See PG 2.1
 - Administrative Funds are funded through NCHFA and *not* the HTF

The URP Process



URP Flow Chart



Post Approval Documentation (PADs)

- PADs – due May 29, 2026
 - PADs were emailed via DocuSign the week of 3/9/26 – 3/13/26
 - PAD Workshop was held on 4/2/26 that walked through PAD in detail and demonstrated how to submit the PAD in DocuSign
 - DocuSign instructions are on URP Forms & Resources website
 - 4 PADs have been submitted so far!
 - Case Manager assignments have been made. You should be hearing from your case manager soon.



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

Forms and Resources

URP2026–2027 (URP27)

[Completing the PAD via DocuSign](#)

[Register for URP27 PAD Workshop—April 2, 2026](#)

[Register for URP27 Implementation Workshop—April 28, 2026](#)



Funding Agreements

- 3.1 Funding Agreement (FA) will be sent only when your PAD is approved by us.
 - The FA is due back to us by September 1, 2026
 - 3.1.6 Multi-County service areas adhere to specific fund distribution per PAD
 - **Pay attention to funding split on page 4 of FA***
 - Cost of Repairs = Hard + Soft Costs
 - Funds for Administrative Costs = Admin
 - ***also shown in “Section E” of the PAD**
 - Two categories are separate and cannot be mixed/mingled



Disbursements & Bonding

- 3.2 Disbursement and receipt of URP funds –
 - You may receive 50% of your hard & soft cost funds 'up front' when we receive your executed FA
 - Ask for the remainder when you spend 90% of your 'up front' funds.
 - Admin can be requested as units are complete
 - Use PMR to request additional repair funds and admin funds
 - **Note – disbursements can no longer be requested on your final PMR!**

Report Type	
Quarterly Report	<input type="checkbox"/>
Repair Disbursement Request	<input type="checkbox"/>
Admin Disbursement Request	<input type="checkbox"/>
Final Report*	<input type="checkbox"/>

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

Bonding & Financial Responsibilities

- 3.3 Honesty and Fidelity bonding
 - Required; must cover 50% of your total URP awarded funds
- 3.4 Disbursing payments from your URP account
 - Funding Agreement / Workshop attendance completed
 - URP funds deposited in an insured account
 - Executed loan (Promissory Note) & construction contract for the homeowner (unit) required before you use the funds
 - Admin funds not included see 2.1.10

Financial Responsibilities

- 3.5 Program income –
 - Interest or other funds you receive are used for your URP projects
 - Recommendation – don't use an interest bearing account
 - You will give it back to us if you don't spend it
- 3.6 Accounting – account for URP funds separately
 - Accurate, current, complete disclosure of financial results
 - Records, full internal controls, actual vs. budgeted amounts
 - Resolution of any Audit findings and recommendations

Financial Responsibilities

- 3.7 Record Keeping
 - Three year retention of records (including *all* applications, not just selected) from the date of the project closeout letter from the Agency.
 - Records of URP fund disbursements sufficient to determine compliance with guidelines and objectives of URP. These must be available for monitoring and audits
 - If you Self-contract, use an itemized summary account (see PG 4.2.2.2 and 4.2.2.3)
 - No use of URP repair funds for overhead, profit or administrative expense, 4.2.2.3

Procurement

- 3.8 Procuring materials and labor for your Project
 - Follow your Procurement and Disbursement Policies
 - Ensure your policies match your practices
 - Promote fair and open competition and retain all written contracts
 - No spending until you receive your first round of funds
 - You must account for URP spending separately from all other sources
 - Cities and Counties must also follow GS 14.234 Conflict of Interest and GS-44A-25-33 Model payment and Performance Bond
- 3.9 Financial audit compliance:
 - GS159-34 (local government) or GS143C-6-22 (non-profit)

Procurement Tools - Update Your Policy

Say what you're going to do, do what you say, and then document it

- What to include in Procurement and Disbursement Policy and bid documents:
 - Are you purchasing materials or self-performing (self-contracting)?
 - Are you using a rotating contractor list? How does that work?
 - Send out to at least 3 firms – okay if you only get 1 or 2 back
 - You (the partner) has the right to reject any and all bids

Procurement Common Issues

- Using our model policy, but you're actually doing something different. Tell us and your clients what you're doing.
- Not using "responsive and responsible" to remove problematic contractors or, if using, not documenting your file.
- If self-performing, using time and material contracts and bids instead of fixed cost.
- Using change orders to increase contract to maximum amount after bids come in.
- Using bid negotiations with selected contractor when bids are over budget.

Procurement Tools

Bid alternates

Used when you have more work than budget

Process: List bid alternates after total of original bid. Use line item quotes for each alt. If budget allows, add alternates and choose new low bidder

Bid Addendums

Used when you need to change a scope item or add clarification during bid response period

Process: Send out bid addendum to all contractors on list, extend additional time if needed

Bid reviews

Used when project comes in over budget and you need to reduce scope/cost

Process: Review all bids, decide line item to remove and reduce from all bids. Review to determine new low bidder

Now that you are in order financially, what's next?

File set-up
Advertising
Intake
Homeowner Selection



The Project File

1. Assistance Policy (AP)
2. Procurement/Disbursement Policy (P/DP)
3. Client Relations
4. Matching Funds Documentation
5. Individual homeowner files



The Project File is also likely to contain:

- Copy of your Application for Funding
- Funding Agreement
- Copy of your (completed) PAD
- Applicant Ranking Process and Notes
- Applications denied, disposition letters
- Advertisements, other program outreach
- Written Contracts with Consultants, if any
- Contractor Registry information (or show that you have it)
- Project Amendments
- Certification of Completion **and Final Cost for** the Project (CCFC)
- Homeowner (Human Interest) Story – min. of 1
- Lead Base Paint (LBP) log if you are acting as the Certifying Firm OR Certificates/Letters for RRP contractor if it's centralized



The Homeowner Case File

- See 4.3 'Program Documents'
- Refer to these lists:
 - URP Case File Monitoring Checklist
 - URP Case File Review
 - URP Desktop Review
- Set up Files accordingly



Required Case File Documents (PG 4.3)

- Application and Eligibility Certification
- Verification of ownership
- Verification of income
- Work write-up
- Cost estimate
- Construction proposals or itemized summary account
- Pre-construction Conference Record
- Construction contract (any change orders)
- Contractor's release of liens
- Promissory Note & Modification or Estoppel
- Certification of Final Inspection
- Owner Certificate of Satisfaction

Construction vs. Loan Documents

- Construction Documents are those documents that pertain to the work on the house:
 - Cost estimate
 - Work Write-up/Scope of Work
 - Bids/Proposals
 - Itemized summary account (if self-performing)
 - Construction Contract
 - Release of Liens
- Loan Documents are based off the amount of the construction contract *and* the soft costs. These documents are separate from construction documents:
 - Promissory Note
 - Modification (if you need to increase the loan amount)
 - Estoppel (if you need to decrease the loan amount)

Find Many of these Forms Online:

URP Forms

[Application and Eligibility Form](#) - Effective October 14, 2024
[URP Project Management Report 25 Units](#) *Updated 5/6/25*
[URP Project Management Report 50 Units](#) *Updated 5/6/25*
[URP Project Management Report 25 Units \(URP26 and beyond\)](#) *Updated 9/22/25*
[URP Project Management Report 50 Units \(URP26 and beyond\)](#) *Updated 9/22/25*
[URP PMR Instructions](#)
[Certification of Completion and Final Cost](#) Effective Immediately
[Certification of Final Inspection](#)
[Contractors Release of Liens](#)
[Construction Contract - Bid](#)
[Construction Contract - Self](#)
[Estoppel](#)
[Itemized Summary Account - Self Contracting](#)
[Modification Agreement](#)
[Owner Certificate of Satisfaction](#) *New 2019* Use for all URP programs
[Pre-Construction Conference Record](#)
[Promissory Note 2022 \(URP23 and URP24 only\)](#)
[Promissory Note 2025 \(URP26 and beyond\)](#) *Updated 11/10/25*
[Request for Project Amendment](#) *New 2024* (URP & ESFR)
[Zero Income Affidavit](#) *New 2018*
[URP Model Case File Log](#) *New 2023*

Pay attention to cycles on forms as URP24 forms are still posted

<https://www.nchfa.com/homeownership-partners/community-partners/community-programs/urgent-repair-program/forms-and-resources>



Strongly Recommended Case File Documents

- Before/after photos
- Record of contacts/correspondence
- Construction drawings/plans (if any)
- Project financial log
 - Required for recipients self-performing repairs-3.7.4
- Bid invitation
- Record of interim inspections
- Certification of compliance – Building Inspector
- Document Log or check sheet



Assistance Policy

- Follow your Assistance Policy for:
 - How to advertise
 - How to do intake
 - How to select homeowners
- Use the model policy on Forms & Resources (updated for URP27)
- URP PAD Workshop Slide Deck added to webinar materials, reference for recommendations

Advertising (PG 4.1.2)

- Use as many sources as you reasonably can to reach your target audience: homeowners at less than 50% AMI (and half of those below 30%).
- Be sure your publicized outreach includes: 'This program is sponsored by (your organization) with funds provided by the NC Housing Trust Fund.'

Applicant Intake

- Use our form (Forms & Resources)
 - If you have a pre-intake form for all of your programs, you still must use our form for the homeowners you select for URP
- Be sure you follow what you told us in your URP application and AP under Client Relations for referrals to and networking with other local agencies



Form 1: NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM Application & Eligibility Certification (page 1 of 2)

Applicant Data
 Name of Homeowner(s) (First, MI, Last): _____
 Street Address: _____
 City: _____ County: _____ Zip Code: _____
 Home Phone: _____ Work Phone: _____
 If the Applicant was referred by someone other than self, complete the following:
 Contact Name: _____ Phone: _____
 Relationship to Owner: _____
 Notes: _____

Household Membership

Name (First, MI, Last)	Sex	Birth Date	SSN (last 4 digits)	Race Code*	Hispanic**	Relation to Homeowner

Gross Income Work Table

Source	Dollars / Household Member / MONTH							Total
	a	b	c	d	e	f	g	
1) Wages								
2) Retirement/Pension								
3) Social Security								
4) Supplemental Security Income								
5) Public Assistance								
6) Child Support								
7) Interest								
8) Div								
9) Other								
Monthly Sub-Total (sum rows 1-10)								
Annual Sub-Total (12 x row above)								
Annual Gross Household Income (sum Annual Sub-Total for columns a-g)								

Applicant Certifications
 I hereby certify that:
 1) I own and occupy the home described above as my primary residence;
 2) The household and income information listed above is complete and true to the best of my knowledge;
 3) This information is provided to qualify me for the Urgent Repair Program (Program). The Program is intended to assist low- and very low-income homeowners with special needs in correcting substantial housing conditions which pose an imminent threat to their life or safety or in performing accessibility modifications or other repairs necessary to prevent imminent displacement.
 4) I give permission for _____ to access information to verify the contents of this application and to facilitate the repair of my home.
 5) I understand that this Program grant may not rectify all deficiencies in my home nor make the home conform to any local, state or federal housing quality standards.
 6) I have been advised that my gender, race and ethnicity will be determined based upon observation and/or surname if I do not self-disclose the information.

Applicant Signature _____ Date _____ Co-Applicant Signature _____ Date _____

Form 2: NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM Application & Eligibility Certification (page 2 of 2)

Applicant Data
 Name of Homeowner(s) (First, MI, Last): _____
 Street Address: _____

Qualifying Income Table (for reference) Maximum Gross Household Income

Household Size	1	2	3	4	5	6	7	8
a) Statewide non-metro 30%								
b) Statewide non-metro 50%								
c) County 30%								
d) County 50%								

Qualifying Questions
 Does the applicant own this home? YES NO
 Does the applicant's household qualify based on the income criteria? YES NO
 Mark all Special Need(s) by which the Applicant qualifies: Single-Parent Household
 Owner 62+ Member Disabled V.B.L. Child Veteran*** Household Size 5+

Eligibility Certifications
 I hereby certify that:
 1) All of the above information has been reviewed or documented in accordance with the Program Guidelines.
 2) The Applicant is eligible for assistance under the Program.
 3) There is no other state or federal source of funds available now, or likely to be available within the next six months, which could pay for the proposed repairs.

Authorized Officer _____ Organization _____ Date _____
 Eligible Urgent Repair Needs:

Case Notes (for office use only) Name of interviewer: _____
 Non-housing problems:

Action taken for referrals? YES NO If yes, specify:

 Other:

*Race Code: White (11); Black/African American (12); Asian (13); American Indian/Alaska Native (14); Native Hawaiian/Other Pacific Islander (15); American Indian/Alaskan Native & White (16); Asian & White (17); Black/African American & White (18); American Indian/Alaska Native & Black/African American (19); Other Multi-Racial (20); and, Asian/Pacific Islander (21).
 **Hispanic: Yes or No.
 ***Veteran: A person who served in the active military, and who was discharged or released therefrom under conditions other than dishonorable.

List all household occupants (points to Household Membership table)

Put your org name here (points to Authorized Officer field)

Homeowner sign & date here (points to Applicant Signature field)

You sign & date here (points to Authorized Officer field)

Eligible Households (PG 2.4)

- 100% of households assisted must have special needs (2.4.4):
 - Elderly
 - Handicapped
 - Large family (5 or more persons)
 - Single parent (at least one dependent child)
 - Veteran
 - A person who served in the active military, naval, or air service, and who was discharged or released there from under conditions other than dishonorable = DD214
 - Child <6 yrs old living in house with lead paint



Eligible Households (PG 2.4)

- Minimum of 50% of assisted households must have incomes < 30% AMI (2.4.1)
- Households with gross annual incomes < 50% AMI (2.4.2)
- Income limits: either 2025 Statewide non-metro *OR* 2025 Income Limits by County
 - Must choose and use the same set of limit type for the duration of the funding agreement
 - Recommendation – Use the higher of the two limits to make meeting your 30% income target easier
 - You should use the 2025 limits effective June 1, 2025, they are on our website. 2026 will be uploaded when received from HUD, then they will be used from the effective date



Selection of Applicants (PG 4.1)

- Once you have your applicants for participation in URP:
 - Follow your AP
 - Ranking
 - End the application period
 - Verify income and ownership
 - Score each, following your scoring table
 - First-come, first to qualify, first served
 - Continue to accept application
 - Verify income of applications



Selection of Applicants (PG 4.1)

- Assistance Policy – public document (4.1.3)
 - Adopted, signed and readily available to public
 - Certification of receipt of Assistance Policy by the homeowner by signature and date = Best Practice
- Loan recipients are required to:
 - Possess an Ownership interest of at least 1% in the property or a life estate (4.1.4)
 - Be income-eligible (4.1.5)
 - Have special needs (4.1.6)



Selection of Applicants (PG 4.1)

- Property characteristic requirements (4.1.7):
 - located in NC
 - owner-occupied
 - not >50% of space for office/business
- Application & eligibility certification (USE THE FORM ONLINE)
 - Sign and date
- Third party verification of income
- Verification of ownership
- Verification of requested repairs/modification



Fair Housing



- Fair Housing activities by the funded Community Partner
- Your Assistance Plan is an integral part of Fair Housing
- Affirmative marketing must consist of actions that provide information and otherwise attract persons to available rehab programs without regard to race, color, national origin, sex, religion, familial status, or disability
- Marketing of Agency programs like URP must include a broad audience over a period of time, not just a repetition of one faith-based group, one business, one neighborhood, etc.

Fair. Transparent. Consistent.
Applied uniformly.



Fair Housing



- If you already use HUD recommendations for your other programs, incorporate into URP
 - Translation of marketing materials to serve LEP (limited English proficiency) population
 - Work with the identified language(s) of minority-owned print media, broadcast media, social media, etc.
 - Place marketing materials at locations that provide free public service announcements (theaters, libraries, etc.)
 - Partner with faith-based and community organizations that serve recently established immigrants
 - Conduct marketing activities at adult-education training centers and at organizations providing ESL classes



Selection of Applicants (PG 4.1)

- Once you have your applicants selected for participation in URP:
 - Meet with homeowners
 - what do they *need*?
 - can you move them forward?
 - can you connect them with other resources?
 - can you provide match funding?



Uses of Funds (PG 2.1)

URP can be used with:

- Volunteer labor
- Donated materials
- Local funds
- WAP
- HARRP
- Independent Living Center funds (DPP)*
- USDA RD 504 Loans
- Home and Community Care Block Grants provided by the North Carolina Division of Aging and Adult Services
- American Rescue Plan Act (ARPA) funds

2.1 Uses of Funds

Displacement Prevention Partnership (DPP)

- Managed by DHHS through the Independent Living Rehabilitation Program
- DPP is used mostly for modifications to the home to provide greater accessibility for a homeowner with disabilities
- DPP funds = \$15,000 max. & are part of HTF (same as URP)
- As a reminder, URP and DPP can be used on the same house

2.1 Uses of Funds

URP cannot be used with:

- In conjunction with state - or federal-housing assistance (CDBG, HOME, HPG, 504 grants, etc.)
- On units for which other sources of state or federal assistance are available at time of repair
- On units for which other sources of state or federal assistance are likely to become available within 6 months following completion.

Uses of Funds (PG 2.1)

- Eligible repairs (2.1.3) – next slide
- Maximum URP Assistance (2.1.6)
 - \$15,000 per unit including Hard & Soft Cost (Program Support)
 - The max does not include admin funds
- Per Unit Hard costs (2.1.6)
 - max = \$15,000/unit
 - no minimum
- Per Unit Program Support/Soft Costs (2.1.8)
 - varies with hard costs (refer to table A)
 - on a unit-by-unit basis only
 - max = \$1,500/unit
 - no min, but every project could at least get \$300

Uses of Funds (PG 2.1.3)

- Combustion appliance and chimney hazards;
- Electrical system hazards;
- Plumbing system hazards;
- Imminent structural system failures (e.g. porches, steps and roofs);
- Mitigation of environmental hazards such as lead-based paint, asbestos or soil gasses;
- Repairs necessary to prevent the imminent displacement of eligible households;
- Repairs designed to increase the accessibility of the unit including ramps, hand rails and grab bars, kitchen and bathroom adaptations, and door alterations, etc. for frail or disabled residents;
- Imminent threats to life or safety, including those caused by lead, which can be addressed by inexpensive lead hazard reduction activities such as replacing mini-blinds, improving soil conditions around drip lines, replacing windows, etc.; or,
- Other repairs approved by the Agency on a case-by-case basis



2.1 Uses of Funds

2.1.8 Table A

URP Hard Costs	Maximum Program Support (Soft Cost)
From \$501 to \$15,000	\$300 + 10% of the Hard Cost (not to exceed \$1,500)
Up to \$500	\$300

We will further discuss soft and admin costs during reporting section.



Repair Eligibility

Alleviate conditions that pose an imminent threat to the life or safety of very low- income homeowners with special needs;

Provide accessibility modifications and repairs necessary to prevent displacement of very low-income homeowners with special needs, such as frail elderly and persons with disabilities



Break



NOW THAT HOMEOWNERS ARE SELECTED PER YOUR AP, YOU ARE READY TO START THE REPAIR PROCESS



2.5 Repair Standards

- All URP-funded repairs must meet NC Residential Building Code as applicable
- Must comply with all state and local permitting, inspections, licensing and insurance requirements including the NC Renovation, Repair and Painting (RRP) rule.
- No local, state, or federal minimum housing standards apply



4.2 Repair Procedures

- Work write-up
- Cost estimate
- Procuring construction services
 - Competitive bid process
 - Recipient-performed work (self-contracting)
- Pre-construction conference with homeowner certification
- Post construction – jobs not done until the paperwork is complete
- Written disbursement procedures



4.2 Repair Procedures Lead Based Paint

- URP uses NC Housing Trust Fund (HTF), which are State dollars, not federal
- For URP, follow NC Renovation, Repair and Painting (RRP) rule.
 - Not EPA, not HUD
 - Applies to all homes and child-occupied facilities built before 1978
 - Must have an RRP firm, even if Partner is the GC
 - WAP Subgrantees are not exempted from RRP



4.2 Repair Procedures Lead Based Paint

Documentation Needed:

- Certified Renovation Firm and Renovator Letter
 - Certified Renovator has a letter, Certified Firm has certificate
- EPA "Renovate Right Pamphlet" to homeowner and documentation
- If acting as Certified Firm, use RRP Recordkeeping Checklist

New training Guide on Forms & Resources!

Model Policies

[Model Assistance Policy *Updated 2024*](#)

[Model Procurement and Disbursement Policy *Updated 2024*](#)

[Model Procurement and Disbursement Policy Self Contracting *Updated 2024*](#)

Training and Guides

[Lead RRP Guidance for URP](#)



Work Write-Up Guidelines

- Take good notes and pictures when visiting the unit
- Communicate with homeowner-What, Why, How, When
- Be clear and concise in describing the work
- Indicate in the write-up that all work done must conform to the current NC Building Code
- Leave no doubt what you expect
- Make your cost estimate using the latest known \$\$
- Identify the URP funded items if you have multiple funding sources

Competitive Bidding 4.3.3

Follow your Procurement Policy

- Solicit for competitive bids whether individual unit or annual contract; contractor recruitment and retention
- Send out bid requests to three contractors, minimum
- If you follow your policy and only get 1 response, okay to move forward. Document it.
- Use a signed and dated form for Bid Opening with at least two people from your organization present
- DOCUMENT, DOCUMENT, DOCUMENT!

Self-contracting

- You are still responsible for:
 - Competitive material costs
 - Work write-up and cost estimate
 - Differentiate URP funded work and other items
 - Record costs: Itemized Account (PG 4.2.2.2)
 - Contract as the GC with the homeowner
 - Lien Waiver
 - Pre-construction Conference documentation
 - Change Orders
 - Honest, open and transparent

Procurement Checklist

- Does your Procurement/Disbursement Policy match your practice?
- Do you have a cost estimate, even if you're self-contracting?
 - If you self-perform but also bid out, cost estimate has to be completed prior to bid
- Do your bids have sufficient details: Expectations = Specifications + Inspections
- Did you send to at least three contractors?
- Are all contractors using the same (your) bid form?
- Did you note if the house was pre-1978 and RRP applied?

Forms of Assistance 2.3

- Program assistance in the form of a **loan covering the hard and soft costs** of the URP funds associated with the repair/modification of the unit.
- Partners must complete the Agency Form called a *Promissory Note* to provide a loan that meets these requirements:
 - unsecured
 - deferred
 - interest-free
 - forgiven at a rate of \$5,000 per year, until the principal balance is reduced to zero.

DM1

Forms of Assistance

- Recipient Organizations:
 - Must use the NCHFA URP Promissory Note (the Note) document and Modification Agreement or Estoppel, if needed (PG 2.3.2/3.4.2)
 - No changing terms and conditions!
 - Must service the Note including Record Keeping (3.7)

The loan is yours!



General Loan Procedures 4.4

- Prior to executing an URP Promissory Note
 - Application & Eligibility Certification
 - Documentation that grantee has ownership interest
 - Work write-up
 - Cost estimate
- Note: Construction contract may be signed at the same time or after the URP Promissory Note, but never before!



Pre-construction Homeowner Visit

- Set up time with homeowner and contractor
 - Use our Pre-construction Conference form.
 - Sign Promissory Note with homeowner
 - Sign Contract - homeowner and contractor
 - Go over URP work writeup and any other work you may be doing
 - Clear communications -the homeowner, the contractor and you all know what to expect! NO SURPRISES!
 - Manage expectations!



During Construction

- Communication
- Do what you promise
- Be sure the contractor and homeowner also do what they promise
- Follow a schedule
- Inspections
- Document
- Follow up



During Construction

- Follow up with the work:
 - Inspections/punch lists
 - Change orders: dated, with homeowner/contractor/two funded partner signatures, and additional cost with new total
 - Promissory Note Loan Modification (\$↑) or Estoppel (\$↓)
 - Follow disbursement procedures
 - Document your progress & problems

Disbursement Procedures PG 4.5

- Disbursement policy and process should assure:
 - Paying only for work completed, inspected and documented
 - Ensure appropriate URP funds are disbursed (HC + SC = or < \$15K)
 - All paperwork i.e. lien waivers, code inspections, etc. prior to final payment

Visit Homeowner at Completion:

- Certification of final inspection by funded organization (You) – use our form
- Owner Certificate of Satisfaction – use our form
- Any final issues with homeowner – ensure satisfaction, leave no doubts or expectations.
- Follow Unit Close-out Procedures

Unit Close-out Procedures 4.6

- Completed lien waivers from contractors before final payment (use our form)
- Ensuring that funds committed to a unit are spent or the loan balance reduced (loan modification or estoppel – use our forms)
- Show that unit is completed on the PMR, and include cost reporting

FORMS AND REPORTING





How Do I Get the Forms?

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

The screenshot shows the NCHFA website interface. At the top, there is a navigation bar with links for 'En Español', 'News', 'Events', 'Impacts', 'Research', 'Careers', 'Press', 'Investors', 'Help', and 'Contact Us'. Below this is a secondary navigation bar with links for 'About Us', 'Home Buyers', 'Homeowners', 'Renters', 'Home Ownership Partners', and 'Rental Housing Partners'. The main content area features a sidebar with a list of programs: 'Community Partners Loan Pool', 'Self-Help Loan Pool', 'System/Vision™ Energy Guarantee Program', 'Essential Single-Family Rehabilitation Loan Pool', and 'Urgent Repair Program'. The 'Urgent Repair Program' is selected, and its details are shown, including a description of the program and contact information for Gloria Moore. A dropdown menu is open over the 'Urgent Repair Program' section, listing various options, with 'Forms and Resources' highlighted in blue.





En Español | News | Events | Impacts | Research | Careers | Press | Investors | Help | Contact Us 

About Us | Home Buyers | Homeowners | Renters | Home Ownership Partners | Rental Housing Partners

Forms and Resources

URP2026–2027 (URP27)
 Completing the PAD via DocuSign
 Register for URP27 PAD Workshop—April 2, 2026
 Register for URP27 Implementation Workshop—April 28, 2026


URP 2025-2026
 URP26 Administrator's Manual
 Income Limits - 2025 HOME Limits 30-50 by County - Effective June 1, 2025
 Income Limits - 2025 Statewide Non-Metro - Effective June 1, 2025

URP24
 URP24 Administrator's Manual Revised 5/6/25


URP Forms 1
 Application and Eligibility Form - Effective October 14, 2024
 URP Project Management Report 25 Units *Updated 5/6/25*
 URP Project Management Report 50 Units *Updated 5/6/25*
 URP Project Management Report 25 Units (URP26 and beyond) *Updated 9/22/25*
 URP Project Management Report 50 Units (URP26 and beyond) *Updated 9/22/25*
 URP PRR Instructions
 Certification of Completion and Final Cost Effective Immediately
 Certification of Final Inspection
 Contractors Release of Liens
 Construction Contract - Bid
 Construction Contract - Self
 Estoppel
 Itemized Summary Account - Self Contracting
 Modification Agreement
 Owner Certificate of Satisfaction *New 2019* Use for all URP programs
 Pre-Construction Conference Record
 Promissory Note 2022 (URP23 and URP24 only)
 Promissory Note 2025 (URP26 and beyond) *Updated 11/10/25*
 Request for Project Amendment *New 2024* (URP & ESFR)
 Zero Income Affidavit *New 2018*
 URP Model Case File Log *New 2023*

Model Policies 2
 Model Assistance Policy *Updated 3/2/26*
 Model Procurement and Disbursement Policy *Updated 3/2/26*
 Model Procurement and Disbursement Policy Self Contracting *Updated 3/2/26*

Training and Guides 3
 Local RRP Guidance for URP
 NC Independent Living Rehabilitation Program Offices for DDJ
 Project Management Report (PMR) Training Guide *Updated 12/10/25*
 2024 URP Implementation Webinar Slides - Held April 23, 2024
 2025 URP Implementation Webinar Slides with Q&A - Held May 8, 2025



HousingBuildsNC.com




Desktop Monitoring PG 3.12

To streamline monitoring field visits, the agency requires desktop monitoring of written documentation.


- The Agency will notify you when to send your backup homeowner documentation
- We request file backup documentation be scanned
- Email the requested information prior to the onsite visit
- Review may differ from homes visited

Results:

- Case manager can spend more time visiting homeowners/homes
- Less time in the office reviewing files on day of visit



HousingBuildsNC.com



Desktop Monitoring Documents Requested

- Application/Eligibility Certification-**Agency form**
 - Dated, signed by homeowner and intake personnel
- Verification of ownership
 - Source of document
- Verification of occupant income
 - Dated within 6 months of contract
- Work write-up detailing necessary improvements
 - Dated
- Itemized cost estimate of proposed improvements
 - Dated, signed by estimator
- Construction proposals (bids received)
 - Dated, signed by proposer
- Bid opening record/tally
 - Dated, signed by recorder/observer
- Renovation, Repair and Painting (RRP) Certificate, *if property built before 1978*
 - Current
- Pre-construction conference record-**Agency form**
 - Date, signed by all attendee
- Executed construction contract
 - Dated, signed by all parties with date of signature
- Contractor's release of liens-**Agency form**
 - Dated, signed by contractor, subcontractors
- Promissory Note-**Agency form**
 - Dated, signed
- Change orders, *if applicable*
 - Dated, signed by all parties
- Certification of Final Inspection-**Agency form**
 - Dated, signed by inspector
- Owner Certification of Satisfaction-**Agency form**
 - Dated, signed by homeowner
- Estoppel or Modification-**Agency form**, *if applicable*
 - Dated, signed by homeowner/URP member
- Additional auditing requirement as requested
 - i.e. List of applicants and rankings

AUDIT COMPLIANCE PG 3.9

Non-Profit Organizations only:

N.C. State General Statute 143C-6-23 – State grant funds: administration; oversight and reporting requirements. (State funds include federal funds that flow through the State). The reports required by this Statute are provided by and submitted directly to NCHFA at subreport.rehabteam@nchfa.com.

For Local Government Organizations:

www.treasurer.state.nc.us – NC State General statute 159-34 – Audit Requirements of “*The Local Government Budget and Fiscal Control Act*”
Electronic audit reports are submitted to caxtell@nchfa.com

REPORTING BY RECIPIENT PG 3.11

Project Management Report

- Download report from nchfa.com
- Form and Resources -> URP Forms
 - 25 units, 50 units, or 100 units
- Due by 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)
- First report will be due January 31, 2027
- **Last report (January 31, 2028) now required and no disbursement requests can be made on final PMR**
- DON'T BE LATE
- Reports must be submitted regardless of level of activity (PG 3.11.2)



Project Management Report (PMR)

- Cumulative report – start with a report and keeping adding to it
- Light yellow cells need to be entered by you, the bright yellow cells are calculated by Excel
- Be sure to fill out all dates/reporting periods or information won't transfer over
- Repair Allocation (HC + SC) and Admin Allocation come from FA
- Use Report type (bottom right) to request second disbursement and admin funds



NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
PROJECT MANAGEMENT REPORT

Recipient organization		Date of Report	
Reporting period: From	to	Funding Agreement No.	
Report prepared by		Phone number	
URP Repair Allocation (per Funding Agree)		Participant Tax ID #	
URP Admin Allocation (per Funding Agree)		Total URP Award	
Total of matching funds (hard costs only) (per approved Application)		Case Manager	
Completion Date (per Funding Agreement)		Number of units targeted	

A. Repair Account Balances

1. Beginning Balance:

a. Sum of URP Repair funds received from NCHFA prior to reporting period	()
b. Sum of Program Income received prior to reporting period	()
c. Sum of disbursements by Recipient prior to reporting period	()
d. Total URP Project beginning balance (a plus b minus c)	()

2. Receipts Since Last Report:

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

3. Recipient Disbursements Since Last Report:

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

4. Net Repair balance of URP funds on hand: (d plus 2c minus 3c) ()

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	()

C. Key Indicators and Progress Toward Goals

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

Certification: I certify that the information contained in this Report is complete and accurate.

Authorized Signature/Date (Chief Administrative Official)

Report Type

Quarterly Report

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 HUD Housing Finance Agency Use Only							
Date Received	Date Due	Recommendation	Disbursement Requested	Request	By/For	Unity Entered By	Date Unity Entered

Page 1 of 3 Revised 12/24

Project Management Report (PMR) – Page 2

1. Must have completion date to request admin or add admin to sheet
2. Make sure that "Total URP \$ HC + SC" does not exceed Repair Allocation on page 1
3. Make sure that "URP \$ Admin" does not exceed Admin Allocation on page 1
4. Pay attention to the "Exceeds FA" warning at bottom of these columns
5. Do not change order once originally submitted. If a change is made, put an X in the Revision column
6. Soft costs and admin round down, not up for the spreadsheet

Date of Report:		Recipient:		Rebuilding Poe County													
D. Financial Status Report on all units assisted to date: completed and units in progress																	
Revision	Unit	Date Completed	Homeowner's 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						
	2P806		James F.	Patterson	124 Jury Way	Poeville	Poe	27854	1,000	\$13,500			\$1,500	\$15,000	\$1,350		
	407626		Alice B.	Hoffman	2003 Magical Dr.	Poeville	Poe	27854	950	\$12,500			\$1,250	\$13,750	\$1,075		
	807626		Ray	Bradbury	431 Falmesbur Blvd	Usher	Poe	27854	1,200	\$13,500			\$1,500	\$15,000	\$1,500		
	400026		William	Faulstich	413 Sound Lane	Poeville	Poe	27854	1,000	\$13,500			\$1,500	\$15,000	\$1,240		
	51-26		Agatha	Christie	100 Mystery Drive	Usher	Poe	27854	1,200	\$13,500			\$1,500	\$15,000	\$1,423		
	6-2-26		Maya	Angelou	500 Post Lane	Poeville	Poe	27854	900		\$13,000	Local Funds					
	8W04		John	Stenbeck	900-4444 Boulevard	Usher	Poe	27852	1,000	\$14,000	\$2,000	Local	\$1,000	\$15,000	\$1,500		
	9-8-26		Steve	King	560 Honor Way	Poeville	Poe	27854	1,200	\$13,500	\$4,000	Local	\$1,500	\$15,000	\$1,300		
	900026		Paula	Laureate	101 Bookish Rd	Poeville	Poe	27854	950	\$13,000	\$3,000	Local	\$1,500	\$14,500	\$1,450		
	11-11-26		Barnes E.	Noble	382 HWY 1	Usher	Poe	27852	1,000	\$12,500			\$1,500	\$14,000	\$1,400		
	11-11-26		Booker	Milton	120 Sales Lane	Usher	Poe	27852	1,200	\$13,500			\$1,500	\$15,000	\$1,500		
	11-11-26		J. K.	Rowling	4 Potter Way	Poeville	Poe	27854	1,000	\$13,500			\$1,500	\$15,000	\$1,500		
	12-1																
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	27																
										a Totals on units completed or in-progress during this quarter.....	\$133,000	\$23,000	\$14,250	\$147,250	\$14,090		
										b Totals on units completed prior to reporting period.....	\$13,500		\$1,500	\$15,000	\$1,350		
										c Cumulative totals to date (a + b).....	\$146,500	\$23,000	\$15,750	\$162,250	\$15,440		
												Exceeds FA		Exceeds FA			



Project Management Report (PMR) – Page 3

- Page 3 is demographic data
- Use income category (<30% and <50%) to keep up with targeting (50% of target units must be below 30% AMI)
- Must enter a hard cost amount on page 2 for name to pull over to page 3 (applies if you are using 100% matching funds on unit)
- For special needs - only put X in column if it applies. If column does not apply, leave blank

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM PROJECT MANAGEMENT REPORT															
Date of Report:		Recipient: Rebuilding Poe County													
E. Beneficiary Report on all units assisted to date: completed and units in progress															
Revision	Unit	Homeowner's last name and first initial	Annual household income	Income category	Special needs category	Household racial composition	Disability	Brief description of repairs/modifications performed on completed units	URP Hard Costs	URP Soft Costs	Total URP \$	URP \$ Admin	URP \$ HC + SC	URP \$ Admin	URP \$ HC + SC
				(0-29.9%) (30-49.9%) (50-59.9%) (60-69.9%) (70-79.9%) (80-89.9%) (90-99.9%)	(a) (b) (c) (d) (e) (f) (g) (h) (i) (j) (k) (l) (m) (n) (o) (p) (q) (r) (s) (t) (u) (v) (w) (x) (y) (z)										
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	24														
	25														
										a Totals on units completed or in-progress this quarter.....					
										b Totals on units completed prior to reporting period.....					
										c Cumulative totals to date (a + b).....					



Project Management Report (PMR) – FAQ

- New tab added to PMR 25 and 50 unit forms
- Answers most common questions and gives reminders
- Use this tab and PMR instructions to answer questions on the PMR
- Still confused? Call your case manager
- PMR training guide is posted on Forms & Resources page
 - Will be adding CCFC to the training later this year



Frequently Asked Questions

1. Why won't the report allow me to enter administrative costs?

A: Make sure there are dates in the "Unit Completion Date" column on page 2. The report will not allow you to enter administrative funds until there is a completion date. Also make sure that you are rounding down, not up, for admin.

2. Why won't the report pull over hard and soft cost numbers?

A: Make sure all dates on page 1 do not have any extraneous characters such as a space, period, comma, etc. This changes how Excel reads the date, which nulls the formula.

3. Why is the report giving wacky numbers for percentage complete and dollars spent?

A: Make sure all dates are actually entered on page 1, including quarterly report and completion dates, and that they are correct. For example, a quarter is July 1 to September 30, not June 1 to October 1.

4. Why will the report not allow me to enter the soft costs I need for the unit?

A: Make sure that your total hard and soft costs for the unit is not exceeding \$12,000. For example, if you spend \$11,500 on hard costs, the formula for soft costs would give you \$1,000. However, since hard and soft costs are capped at \$12,000, the report will only allow you to claim \$500.

5. Why won't the homeowner's name pull over on page 3?

A: You must enter a hard cost amount in the "URP Hard Costs" column on page 2.

Helpful Reminders

1. Once you start a Project Management Report, continue to use the same report. These are meant to be cumulative. If you make changes to a unit previously submitted, check the "Revision" column.

2. The "Total URP 5 HC + SC" (bright yellow column) on page 2 should not exceed the amount of URP Repair Allocation on page 1. This report does not have a mechanism to stop you if you overspend and the Agency cannot provide more than is awarded for your URP Repair Allocation. The URP Repair Allocation cannot be interchanged with the URP Admin Allocation.

3. The "URP 5 Admin" column on page 2 should not exceed the amount of URP Admin Allocation on page 1. Like #2, this report does not have a mechanism to stop you if you overspend and the Agency cannot provide more than is awarded for your URP Admin Allocation. The URP Admin Allocation cannot be interchanged with the URP Repair Allocation.

Page 1 of 3 | Page 2 of 3 | Page 3 of 3 | **FAQ**



REPORTING BY RECIPIENT PG 3.11.1.1

REMINDERS When Completing the PMR and CCFC

- Don't use the report as a waiting list
 - List units that you have actually assisted
- Fill in light yellow Cells Only
- Authorized Signature/Date
- Funding Agreement Number
- Check Revision Box if changes are made from last report
- Use correct soft costs amounts
- Use full addresses
- Make sure there are totals in columns a, b and c on page 2 and 3.
- Unit Completion Dates cannot have a period in date (e.g. 9.1.24).
- Fill in as many special needs categories as necessary.
- Use basic Description of Repairs (HVAC, plumbing, electrical, etc.)
- Check the accessibility box for handicap modifications.



Reporting Requirements - PMR

Reporting Period

July 1, 2026 – December 31, 2026
 January 1, 2027 – March 31, 2027
 April 1, 2027 – June 30, 2027
 July 1, 2027 – September 30, 2027
 October 1, 2027 – December 31, 2027
 January 1, 2028 – February 14, 2028*

Report Due Date

January 31, 2027
 April 30, 2027
 July 31, 2027
 October 31, 2027
January 31, 2028
 February 14, 2028

*This is the Final Report and must include the Certification of Completion and Final Cost (CCFC) and a human interest story. All funds shall be requested prior to submitting the Final Report and CCFC.

3.11 Reporting Requirements

- Project Management Report (PMR) – quarterly - due by the last day of the following month after the end of the federal calendar quarter
- Certificate of Completion and Final Cost (CCFC) – within 45 days of completion date of December 31, 2027. CCFC is due February 14, 2028.

URP Administrative Expenses



PG 2.1.10

- URP Administrative funds are limited to ten percent (10%) of the total amount of Program funds allocated to rehabilitation hard costs and soft costs up to \$1,500 on each completed unit.
- Admin funds can not exceed the total amount of administrative costs specified in your Funding Agreement.



Hard vs. Soft vs. Admin Costs

Repair Funds

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

Soft Costs

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

Admin Funds

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

PG 2.1.10

- Administrative funds may be used for:
 - 2.1.10.1. general management, oversight and coordination;
 - 2.1.10.2. travel and mileage expenses;
 - 2.1.10.3. project monitoring;
 - 2.1.10.4. indirect costs, overhead costs related to administration of URP activities;
 - 2.1.10.5. URP project related outreach; and intake, advertising and public information.

PG 3.2.4

- URP Administrative funds will be disbursed per submittal of Project Management Reports.
- Disbursement will be equal to 10% of the unit hard and soft costs up to \$1,500 per the completed units, not to exceed administrative costs listed in Member's Funding Agreement.

Admin Reminders

- Repair Funds (HTF) cannot be used for Admin, Admin Funds (Agency Funds) cannot be used for repairs (PG 4.2.2.3)
- Do not include Admin funds in the URP loan to the home owners. (PG 4.4.1)
- Continue to just include the URP Agency hard and soft costs in the loan. (PG 4.4.1)
- Admin funds can be drawn down once a unit is complete (PG 4.6.2)

Program Close-out PG 3.13

By the Completion date of December 31, 2027:

- No new contracts
- No change orders > 15% of original contract amount

45 days maximum after completion date

- CCFC (Certification of Completion and Final Cost)
- One (1) human interest story with pictures (PG 3.13.5 & 3.13.6)
- Return of unused funds

No extensions - absolutely none!



URP INCOME ELIGIBILITY DETERMINATION



Calculating Compliance Income PG 2.4.6

- Purpose
 - Predict income for the family for the next year based on historical data
- Whose Income Counts?
 - Homeowner
 - Any person expected to occupy the property that is over 18 and not a full-time student
- What Counts as Documentation?
 - W2 forms
 - verification of employment (VOE's)
 - pay stubs, (as of time of application)
 - child support decrees
 - divorce decrees
 - separation agreements
 - documentation from child support enforcement authorities or ledger history
 - award letters for Social Security / Disability
 - award letters for Supplemental Security Income
 - Federal tax returns (Schedule C's)
 - documentation of full-time student status (transcripts, acceptance letters, etc.)



Calculating Compliance Income

Types of Income	How to calculate income
Annual gross income	Multiply the applicant's hourly, weekly or monthly rate by the appropriate number of pay periods to project annual gross base income.
Bonus and Overtime income	Average past year and year-to-date to project overtime income.
Self-Employed income	Average the reported net income for previous two years and current year-to-date from Profit & Loss statement.
Part-Time income	Multiply the applicant's hourly, weekly or monthly rate by the appropriate number of pay periods OR average YTD earnings and recent W-2 and project income.
Child Support and Alimony	Project the amount verified in the Child Support ledger history, divorce decree or recorded separation agreement.
Retirement/Pension pay	Annualize gross benefits based on the appropriate documentation provided by the source.
Social Security/or Disability	Annual gross benefits based on the benefit letter from Social Security Administration.
Military pay & special allowances	Multiply monthly gross benefits based on the military personnel's pay and leave status.

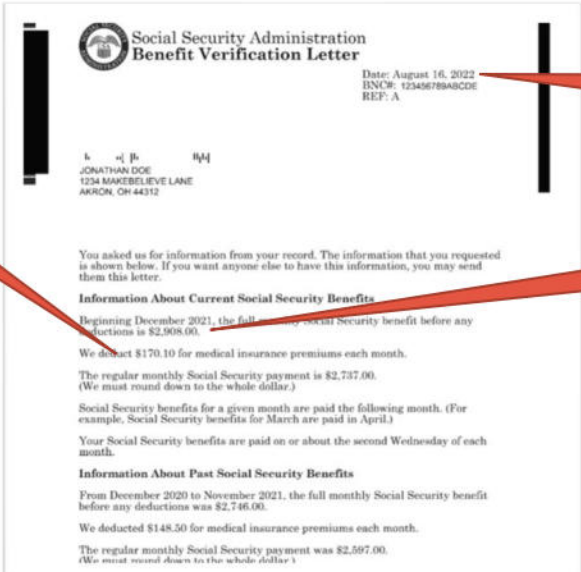
Income Documentation – Pay Stub

- Use gross pay
- Use pay period to determine weeks to multiply average income by
 - Bi-weekly (14 days or 12 days if excludes weekend) = x26
 - Bi-monthly (paid set days a month like 1st and 15th) = x24
 - Monthly = x12
 - Weekly = x52

Money Instructor, INC.				EARNINGS STATEMENT		
EMPLOYEE NAME	SOCIAL SEC. NO.	EMPLOYEE ID	CHECK NO.	PAY PERIOD	PAY DATE	
John Doe	XXX-XX-1234	1011	101	9/7 - 9/18	9/25	
INCOME	RATE	HOURS	CURRENT TOTAL	DEDUCTIONS	CURRENT TOTAL	YEAR TO DATE
Gross Income	20.00	40.00	800.00	FEDERAL TAX	120.00	600.00
				FICA SS TAX	48.31	241.55
				FICA MEDICARE	11.60	58.00
				STATE TAX	42.25	211.25
YTD GROSS INCOME	YTD DEDUCTIONS	YTD NET INCOME	CURRENT TOTAL	CURRENT DEDUCTIONS	NET INCOME	
4000.00	1110.80	2889.20	800.00	222.16	577.84	

Income Documentation – Social Security

Do not deduct medical insurance



Social Security Administration
Benefit Verification Letter

Date: August 16, 2022
BNC#: 123456789ABCD
REF: A

JONATHAN DOE
1234 MAKEBELIEVE LANE
AKRON, OH 44312

You asked us for information from your record. The information that you requested is shown below. If you want anyone else to have this information, you may send them this letter.

Information About Current Social Security Benefits
Beginning December 2021, the full monthly Social Security benefit before any deductions is \$2,508.00.
We deduct \$170.10 for medical insurance premiums each month.
The regular monthly Social Security payment is \$2,737.00.
(We must round down to the whole dollar.)
Social Security benefits for a given month are paid the following month. (For example, Social Security benefits for March are paid in April.)
Your Social Security benefits are paid on or about the second Wednesday of each month.

Information About Past Social Security Benefits
From December 2020 to November 2021, the full monthly Social Security benefit before any deductions was \$2,746.00.
We deducted \$148.50 for medical insurance premiums each month.
The regular monthly Social Security payment was \$2,597.00.
(We must round down to the whole dollar.)

Date no more than 1 year

Use the first (gross) amount for income

Zero Income Affidavit

- Located on our website
- Not required, recommended if adult in the house with no income

ZERO INCOME AFFIDAVIT	
(To be completed by all homeowners in appropriate household)	
Homeowner: _____	
Homeowner address: _____	
1. I hereby certify that I do not individually receive income from any of the following sources:	
<ul style="list-style-type: none"> a. Wages from employment (including commissions, tips, bonuses, fees, etc.); b. Income from operation of a business; c. Rental income from real or personal property; d. Interest or dividends from assets; e. Social Security payments, annuities, insurance policies, retirement funds, pensions, or death benefits; f. Unemployment or disability payments; g. Public assistance payments; h. Periodic allowances such as alimony, child support, or gifts received from persons living in my household; i. Sales from self-employed resources (Avon, Mary Kay, etc.); j. Any other source not named above. 	
2. I currently have no income of any kind and there is no imminent change expected in my financial status or employment status during the next 12 months.	
Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. I further understand that providing false representations here-in constitutes an act of fraud, which may result in the repayment of the loan or promissory note.	
PRINTED NAME OF APPLICANT _____	DATE _____
SIGNATURE OF APPLICANT _____	DATE _____
ZERO INCOME AFFIDAVIT	

You may want to use the HUD Income Calculator for URP, especially if you use it for your other housing programs

<https://www.hudexchange.info/incomecalculator/>

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? [Email Updates](#)

HUD EXCHANGE

[My HUD Exchange](#)
[Programs](#)
[Resources](#)
[Trainings](#)
[Program Support](#)
[Grantees](#)

making determining the income-eligibility and assistance amounts for beneficiaries of CPD programs as easy as 1-2-3. Simply enter the requested data and this calculator will work behind the scenes to generate a summary of results for each beneficiary. You should then print out the summary and include it as part of the beneficiary's file.

The calculator currently performs income eligibility and assistance amount calculations for the following HUD CPD programs:

- Brownfield Economic Development Initiative (BEDI)
- Community Development Block Grant Program (CDBG)
- CDBG Disaster Recovery Assistance
- Emergency Solutions Grants (ESG)
- HOME Investment Partnerships Program (HOME)

- Housing Opportunities for Persons With AIDS (HOPWA)
- Housing Trust Fund (HTF)
- Neighborhood Stabilization Program (NSP)
- Section 108 Loan Guarantee Program
- Self-Help Homeownership Opportunity (SHOP)

Start Calculating Income Go To My Dashboard

Start a new calculation or complete a previous calculation

Related Materials

- New [COVID-19 HOME Sample Self-Certification Form](#)
- [Income Eligibility Calculator User Manual \(PDF\)](#)
- [CDBG Income Limits](#)
- [ESG Income Limits](#)
- [HOME Income Limits](#)
- [HTF Income Limits](#)
- [HOPWA Income Limits](#)
- [NSP Income Limits](#)
- [Using the Income Calculator to Determine Annual Income Webinar Materials](#)
- [Using the Income Calculator for Rental and TBRA Programs Webinar Materials](#)

HUD EXCHANGE

CPD Income Eligibility Calculator Dashboard [User Manual](#) [Help](#)

Important Note: The calculator is a tool designed to help a user calculate income in accordance with an allowable definition, but it does not verify income. The calculator does **not** replace the documentation that must be collected and retained by the user. The user must maintain all necessary documentation, which, when using the calculator, will include saving and retaining the summary documents generated by the calculator. **The Dashboard feature is designed to allow you to more easily update a beneficiary's income in the future - however it is not a repository for all previous years' income calculations completed in the past. Users must be sure to save and retain summary documents at the time of creation.** Record retention requirements depend upon the CPD program; users should be aware of the length of time records must be kept as well as their own state or local laws related to record retention and privacy.

The FY 2021 income limits are in effect for all programs within the CPD Income Calculator (note that the effective date for ESG is 4/1/2021). The 30 percent income limits for the CDBG, HOME, ESG, and HOPWA programs have been calculated based on the definition of Extremely Low-Income Family (ELI) as described in Consolidated Submission for CPD Programs section of 24 CFR part 91.5. Therefore, the ELI Limit is calculated as 30 percent of median family income for the area and may not be the same as the Section 8 ELI Limit for your jurisdiction. The Section 8 Limit is calculated based on the definition of ELI as described in The 2014 Consolidated Appropriations Act, (Section 238 on page 128 Stat 635) which defines ELI as very low-income families whose incomes do not exceed the higher of the Federal poverty level or 30% of area median income.

Select a program and start a new calculation Start

Select One

- Select One
- Brownfield Economic Development Initiative (BEDI)
- CDBG Disaster Recovery Assistance
- Community Development Block Grant Program (CDBG)
- Emergency Solutions Grants (ESG)
- HOME Investment Partnerships Program (HOME)**
- Housing Opportunities for Persons with AIDS (HOPWA)
- Housing Trust Fund (HTF)
- Neighborhood Stabilization Program (NSP)
- Section 108 Loan Guarantee Program
- Self-Help Homeownership Opportunity (SHOP)

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? Email Updates

HUD EXCHANGE My HUD Exchange Programs Resources Trainings Program Support Grantees

CPD Income Eligibility Calculator

HOME Annual Income Calculation

User Manual Help

- Dashboard
- ANNUAL INCOME
 - Type of Assistance
 - Beneficiary ID
 - Beneficiary Location
 - Income Determination Method
 - Beneficiary Income
 - Summary
- ADJUSTED INCOME
 - Dependents

Skip to side navigation

What type of HOME assistance is being provided to this household?

- Homeowner Rehabilitation
- Homebuyer
- Rental*
- Tenant-based Rental Assistance*

* IMPORTANT REMINDER: During an annual income RECERTIFICATION of a family residing in HOME-assisted rental housing, or receiving HOME tenant-based rental assistance, it is necessary to manually exclude from annual income certain increases in the income of a disabled family member. These exclusions apply to annual income increases resulting from the following:

- Employment of a family member who is a person with disabilities and who was previously unemployed for one or more years prior to employment;
- Increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- New employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance, benefits or services under any state program for families funded under Part A of Title IV of the Social Security Act, as determined by the responsible state's certification with the trust service.

Resources and assistance to support HUD's community partners

NEED HOUSING ASSISTANCE? Email Updates

HUD EXCHANGE My HUD Exchange Programs Resources Trainings Program Support Grantees

CPD Income Eligibility Calculator

HOME Annual Income Calculation

User Manual Help

- Dashboard
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 - Summary
- ADJUSTED INCOME
 - Dependents

Skip to side navigation

The CPD Income Eligibility Calculator asks for a "Beneficiary ID" instead of a "Last Name" to help protect the privacy of applicants to CPD programs. The Beneficiary ID you enter should be unique, will be included on the Calculator screens and printouts, and will be the key data element necessary to later find, complete, and/or edit the income determination performed for that beneficiary within the Calculator. **DO NOT use any personal information to create a Beneficiary ID, including but not limited to names, social security numbers, or addresses.**

Each user is responsible for designing their own method for creating Beneficiary IDs, as well maintaining and adequately protecting their own auditable records which associate each Beneficiary ID with the individual, family, or household whose income was determined (as appropriate and/or required under the rules of each CPD program.) Printouts from the Calculator for all programs except HOPWA will include both the Beneficiary ID and a blank space in which the Last Name of the associated individual, family, or household can be written or otherwise inserted.

* Required

Enter a Beneficiary ID for this household. *

How many members are in this household?

Select One... ▼

Previous Continue

List each person in the household individually.

Fill in the State (NC), County designated in your assistance policy and 30 or 50% for your limit.

#1

Beneficiary Member ID

This member is the head of household

This member is the co-head of household

This member is a child UNDER age 18

This member is a fulltime student age 18 years and OVER

This member is 62 years of age or older

This member is a person (of any age) with disabilities

Please select the location and income limit information applicable to this household.

If you are unsure of which income limit to use, the following website provides information on geographic areas: <https://www.hudexchange.info/programs/home/home-income-limits/>

State:

Area:

Applicable 2021 Income Limit for household size in area:

Income Limit Result
The 2021 80% Income Limit for a 1-member household in Raleigh, NC MSA (CBSA: METRO39580V39580) is \$53,800. (Completed on June 9, 2022.)

Indicate if person has been previously determined or not.

Select Part 5 Annual Income (Section 2.4.3)

Passbook rate is currently 0.40%.

Choose between Short Form Method (right) and Guided Method (see next slide)

Has this household previously been determined income eligible?

Yes No

You may choose one of the following definitions of income to use when calculating "annual income" for the TESTcase1 household:

24 CFR Part 5 Annual Income

IRS Form 1040 Adjusted Gross Income

Applicable Passbook Rate

%

Choose one of the following methods to calculate "annual income" for the TESTcase1 household using the 24 CFR Part 5 definition of income:

Short Form Method Guided (Step-by-Step) Method

Assets

Asset Type	Asset Description	Current Cash Value	Actual Income from Assets
<input type="button" value="+ Add"/>			

Anticipated Annual Income

Type	Description	Annual Amount
<input type="button" value="+ Add"/>		

Anticipated Annual Income for for Beneficiary Member ID: Testcase

Type	Description	Annual Amount
<input type="text" value="Wages/Salaries"/> <input type="text" value="Select One"/> <input type="text" value="Benefit/Pensions"/> <input type="text" value="Public Assistance"/> <input type="text" value="Other Income"/>	<input type="text"/>	\$ <input type="text"/>

Guided Method (Step by Step)

- Overtime/bonus pay is calculated for the pay period covered on the pay stub (May = Month 5)**

Calculate wages, overtime, bonuses, and benefits for Beneficiary Member ID: Testcase

Add a job for this member?
 Yes No

Description

Wages/Salaries
 Hourly Annual

Hourly Wage: \$ Hours per week: Weeks per year:

Overtime/Bonuses

Total Overtime/Bonus Pay, Month 1: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 7: \$ <input type="text"/>
Total Overtime/Bonus Pay, Month 2: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 8: \$ <input type="text"/>
Total Overtime/Bonus Pay, Month 3: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 9: \$ <input type="text"/>
Total Overtime/Bonus Pay, Month 4: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 10: \$ <input type="text"/>
Total Overtime/Bonus Pay, Month 5: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 11: \$ <input type="text"/>
Total Overtime/Bonus Pay, Month 6: \$ <input type="text"/>	Total Overtime/Bonus Pay, Month 12: \$ <input type="text"/>

Raises

All forms of income earned by program applicants must be accounted for. In addition to base salary, this will include raises and annual cost of living adjustments (COLAs). Use the data entry fields below to enter information about any anticipated increase in annual income the applicant will experience over the next 12 months due to a raise in his or her hourly wage or annual salary and/or an annual COLA.

Check if member anticipates a raise or COLA increase.

Beneficiary ID: TESTcase1

Number of Members: 1

Area, State: Raleigh, NC MSA

Income Limit: \$53,600.00

Assets

Member ID	Asset Type(s)	Current Cash Value	Actual Income from Assets
Testcase	Cash	\$200.00	\$0.00
NET CASH VALUE OF ASSETS		\$200.00	

TOTAL ACTUAL INCOME FROM ASSETS: \$0.00

IMPUTED INCOME FROM ASSETS (only if the Net Cash Value of Assets is greater than \$5,000): \$0.00

Anticipated Annual Income

Member ID	Wages/Salaries	Benefits/Pensions	Public Assistance	Other Income	Asset Income
Testcase	\$0.00	\$0.00	\$8,088.00	\$0.00	
TOTALS	\$0.00	\$0.00	\$8,088.00	\$0.00	\$0.00

TOTAL ANNUAL INCOME: \$8,088.00

Income Eligibility Result

Based upon the information submitted, the Annual Income of TESTcase1 has been determined to be \$8,088.00, which is below the 2021 80% income limit of \$53,600.00 for a 1-member household in Raleigh, NC MSA (CBSA: METRO39580M39580). (Completed on June 09, 2022.)



NEED HELP?

Contact your Case Manager or
Mike Handley (919) 877-5627

Laura Altimare is the contact for PMRs, CCFCs and desktop
monitoring

lmaltimare@nchfa.com



LOAN CLOSING PROCESS



4/24/2026



PROMISSORY NOTE

PRINT RESET

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of _____ (the "Holder") the amount up to _____ Dollars (_____) or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____ or at such place as the Holder of this Note may designate in writing.

- 1. Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
- 2. Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").
- 3. Payment.** During the term of this Note, Borrower shall make no payment of principal or interest, unless the Borrower is in default under any of the terms of this Note. So long as Borrower is not in default, the balance due under this Note shall automatically be reduced by two thousand dollars (\$2,000.00) on each anniversary date of this Note such that on the Maturity Date the outstanding principal balance due will be zero (\$0.00). If any default by the Borrower under this Note or any other document executed in connection with the Loan occurs during the term of this Note, then, at Holder's option, the entire outstanding balance of this Note shall become immediately due and payable, as herein provided.
- 4. Modification Agreement.** If there is an increase in the amount of the Loan, a modification agreement must be completed to account for changes in the original loan and will become part of this Note. Said agreement must be attached to the Note and copies sent to Holder of the Note.
- 5. Assumption.** The Loan may be assumed only upon the prior written approval of the Holder. The Holder shall not deny requests for assumption by (1) an heir, or (2) anyone certified by the Holder as meeting Program eligibility requirements. Any and all terms and conditions of this Note shall remain in effect for any successors to Borrower and any successor shall assume all duties and obligations of the Borrower.

- 6. Default.** The note shall be deemed in default and the amount owed under this Note shall become immediately due and payable on the occurrence of any of the following events:
 - (a) The Property is sold, transferred or otherwise alienated by Borrower whether voluntary or involuntary, or by operation of law, or without Lender's prior written consent, unless otherwise prohibited by applicable federal law;
 - (b) The Property ceases to be occupied by Borrower, as Borrower's principle residence

Upon default, Holder may employ an attorney to enforce Holder's rights and remedies, and the Borrower hereby agrees to pay to Holder all reasonable attorney's fees, plus all other reasonable expenses incurred by Holder in exercising any of Holder's rights and remedies upon default. The rights and remedies of Holder as provided by law, by this Note shall be cumulative and may be pursued singly, successively, or together in the sole discretion of Holder. The failure to exercise any such right or remedy shall not be a waiver or release of such rights or remedies or the right to exercise any of them at another time.

7. Governing Law. This Note is to be governed and construed in accordance with the laws of the State of North Carolina.

IN TESTIMONY WHEREOF, Borrower has executed this instrument under seal on the date first above written.

BORROWER(S):

_____(SEAL)
 _____ Printed Name
 _____(SEAL)
 _____ Printed Name



COMPLETING THE DOCUMENTS



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Promissory Note

Property Address: Where is the work being done?
Include the street address, city, state and zip

Date: Date Borrower Signs
The Promissory Note

Never use a PO Box.

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of _____, (the "Holder"), the amount up to _____ Dollars (_____), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____, or at such place as the Holder of this Note may designate in writing.

- 1. Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
- 2. Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").



COMPLETING THE DOCUMENTS

What is the loan amount?

- The total Cost of Repairs? X
- The maximum amount of \$15,000.00? X
- Cost of Repairs plus any Admin Funds X
- Only the amount of money you are receiving from NCHFA for repairs?



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of Your Organization Name, (the "Holder"), the amount up to _____ Dollars (_____), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____, or at such place as the Holder of this Note may designate in writing.

1. **Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
2. **Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Admin Funds are not included with the loan amount

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of Amount of Money needed from NCHFA for repairs, (the "Holder"), the amount up to _____ Dollars (_____), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____, or at such place as the Holder of this Note may designate in writing.

1. **Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
2. **Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of _____, (the "Holder"), the amount up to Five Thousand Four Hundred and 00/100 Dollars (\$5,400.00), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____, or at such place as the Holder of this Note may designate in writing.

1. **Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
2. **Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY URGENT REPAIR PROGRAM

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of _____, (the "Holder"), the amount up to _____ Dollars (_____), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of Organization to send payment to, or at such place as the Holder of this Note may designate in writing.

1. **Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
2. **Term.** The term of the Loan shall be up to _____ (_____) years from the date of this Note (the "Maturity Date").



COMPLETING THE DOCUMENTS

What do we know about the payments?

- No payment, unless there is a default.
- If the borrower isn't in default the loan will be reduced by \$5,000 on each anniversary date.
- If the borrower never has a default, the borrower will not have to repay anything.



LH1

COMPLETING THE DOCUMENTS

- Although this is an unsecured loan, a Promissory Note is required regardless of the loan amount.
- The Promissory Note does not need to be recorded at the Register of Deeds Office.
- Deed of Trust, Request for Notices and 3-day right to rescind DON'T apply to URP loans.



Slide 136

LH1 This slide was added based on some questions Sarah and Donna during and after the 2024 training.

Liz Hair, 4/25/2024

COMPLETING THE DOCUMENTS

Example 1:

Peter comes to you for assistance. After processing the information, you determine that Peter is going to need \$10,300 of funding from NCHFA. Assuming Peter doesn't have a default, how long will Peter be obligated for repayment (of any amount) for his loan?



COMPLETING THE DOCUMENTS

Example 1:

Joe comes to you for assistance. After processing the information, you determine that Joe is going to need \$15,000 of funding from NCHFA. Assuming Joe doesn't have a default, how long will Joe be obligated for repayment (of any amount) for his loan?



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Promissory Note

Property Address: _____ Date: _____

FOR VALUE RECEIVED, the undersigned (the "Borrower") jointly and severally promise(s) to pay to the order of _____ (the "Holder"), the amount up to _____ Dollars (_____), or so much thereof as may have been disbursed from time to time, according to the following terms, at the office of _____, or at such place as the Holder of this Note may designate in writing.

1. **Loan.** This Note evidences a loan (the "Loan") made by Holder to Borrower under the North Carolina Housing Finance Agency's Urgent Repair Program ("URP").
2. **Term.** The term of the Loan shall be up to Written number (Number) years from the date of this Note (the "Maturity Date"). Example: Five (5)
3. **Payment.** During the term of this Note, Borrower shall make no payment of principal or interest, unless the Borrower is in default under any of the terms of this Note. So long as Borrower is not in default, the balance due under this Note shall automatically be reduced by two thousand dollars (\$2,000.00) on each anniversary date of this Note such that on the Maturity Date the outstanding principal balance due will be zero (\$0.00). If any default by the Borrower under this Note or any other document executed in connection with the Loan occurs during the term of this Note, then, at Holder's option, the entire outstanding balance of this Note shall become immediately due and payable, as herein provided.

Input how long it will take to get to a \$0 balance here.



COMPLETING THE DOCUMENTS

Last, but not least!

IN TESTIMONY WHEREOF, Borrower has executed this instrument under seal on the date first above written.

BORROWER(S):

All Borrower(s) must sign and print their name.

John Doe _____ (SEAL)

John Doe _____ Printed Name

Jane Doe _____ (SEAL)

Jane Doe _____ Printed Name



COMPLETING THE DOCUMENTS

- **What happens Next? 3 possible Actions to finish up.**
 - Do nothing – If there are no changes to the final loan amount, the loan documents are complete.
 - Estoppel – Estoppel would be used if all work has been completed and the final loan amount is less than what is stated on the Promissory Note. Estoppels only need to be signed by the Lender (partner organization).
 - Modification - If there is an increase in the amount of the loan, a modification agreement must be completed to account for the changes in the original loan amount and will become part of the Promissory Note. All modifications must be signed by the lender and the borrower.

COMPLETING THE DOCUMENTS

ESTOPPEL	MODIFICATION
Loan amount decreasing ↓	Loan amount increasing ↑
Only 1 signature needed (Lender's)	2 signatures required (Lender's and Borrower's)

ESTOPPEL

[PRINT](#) [RESET](#)

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM
STATEMENT OF ESTOPPEL

This document is to establish the final loan amount of that certain Promissory Note executed by _____ (the "Borrower"), dated _____ in the original principal amount up to _____ Dollars (_____).

The total outstanding balance of all obligations, after all disbursements have been made on Borrower's behalf, is _____ Dollars (_____).

Pursuant to the terms of the Promissory Note, the loan is expected to have a \$0.00 balance on or before _____, after which time there will be no further action to collect said obligation.

No future advances will be made under the aforesaid instrument, except such expense as it may become necessary to advance to preserve the security now held.

This _____ day of _____, 20_____.

By: _____
Print Name: _____
Title: _____

Completed by: _____



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

STATEMENT OF ESTOPPEL

Date Borrower signed the Promissory Note, not the date of the Estoppel

This document is to establish the final loan amount of that certain Promissory Note executed by Borrower's Name (as it appears on the Promissory Note) (the "Borrower"), dated _____ in the original principal amount up to Original loan amount - Written Dollars (_____).

Should be LESS than the original loan amount

The total outstanding balance of all obligations, after all disbursements have been made on Borrower's behalf, is Final Amount of NCHFA Funds Disbursed on Borrower's Behalf*** Dollars (Final Amount Numeric).

Pursuant to the terms of the Promissory Note, the loan is expected to have a \$0.00 balance on or before Final Loan Term, after which time there will be no further action to collect said obligation.



COMPLETING THE DOCUMENTS

This Day day of Month, 20 Year

Your Organization Name _____

By: Authorized Person's Signature

Print Name Authorized Person's Name

Title: Authorized Person's Title
(i.e. President, Vice President, etc.)

Completed by: Name

Address including city, state and zip

Phone Number



MODIFICATION AGREEMENT

[PRINT](#) [RESET](#)

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Modification Agreement

Property Address: _____ Date: _____

THIS MODIFICATION AGREEMENT (the "Agreement"), is made and entered into by and between _____ (hereinafter referred to as "Borrower") and _____ (hereinafter referred to as "Lender").

WITNESSETH:

WHEREAS, Borrower has executed a Promissory Note (the "Note") dated _____ and payable to Lender in the original principal amount of _____ Dollars (_____); evidencing a loan from Lender to Borrower (the "Loan");

WHEREAS, Borrower and Lender desire to modify the Note to change the principal amount of the Loan to _____ Dollars (_____); and change the Maturity Date to _____;

NOW THEREFORE, for and in consideration of \$1.00 each in hand paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

- Definition of Terms.** All capitalized terms contained herein and not otherwise defined shall be defined as provided in the Note.
- Amt of Loan.** The maximum principal amount of the Loan evidenced by the Note, including present and future advances, is changed to _____ Dollars (_____).
- Maturity Date.** The Maturity Date as stated on the Note is changed to _____ years from the Note date.
- Agreement of Borrower.** Borrower hereby acknowledges (i) the continued existence of the indebtedness evidenced by the Note, (ii) that this document is a modification of the terms of an existing contractual relationship between the parties in order to increase the principal loan amount and is not intended as a cancellation of the original debt or the creation of a new debt, (iii) that the acceptance by the Lender of this Agreement is not a waiver by Lender of any rights Lender may possess under the Note or any other documents or instruments evidencing the Loan (collectively, the "Loan Documents"), and (iv) that the failure by Borrower to fully and promptly perform under the Note or any other Loan Documents shall enable Lender to exercise any and all rights granted to Lender under the Note or any Loan Documents, or otherwise as provided under applicable law.

- Waiver of Defenses.** Borrower represents and warrants to Lender that there are no defenses against the enforcement of the Note or any other Loan Document as provided in the Note.
- Headings.** The paragraph headings provided herein are for convenience only and are not intended to define or limit the content of the paragraphs.
- Further Assurances.** Each party hereto shall cooperate, and take such further actions and execute and deliver such documents as may be reasonably requested by the other party in order to effectuate the provisions hereof.
- Severability.** In the event any term, covenant or condition of this Agreement shall to any extent be invalid or unenforceable, the remainder shall not be affected thereby and each term, covenant or condition shall be valid and enforceable to the full extent permitted by law.
- Successors and assigns.** This Agreement shall apply to, inure to the benefit of, and be binding upon the parties hereto and upon their respective heirs, legal representatives, successors and permitted assigns, except as otherwise provided herein.
- Full Force and Effect.** Except as modified hereby, the Note remains unmodified and in full force and effect.
- Effective Date.** The provisions of this Agreement shall be and become effective as of the date hereof.
- Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of North Carolina.

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Agreement under seal as of the day and year first above written.

LENDER:

BORROWER(S):

(SEAL)
Printed Name

Title

(SEAL)
Printed Name

(SEAL)
Printed Name



COMPLETING THE DOCUMENTS

NORTH CAROLINA HOUSING FINANCE AGENCY
URGENT REPAIR PROGRAM

Modification Agreement

Property Address: Address of where work was done.
(Street address, city, state and zip code)

Date: Date borrower signs Modification Agreement

THIS MODIFICATION AGREEMENT (the "Agreement"), is made and entered into by and between Borrower(s) Name as it appears on the Promissory Note (hereinafter referred to as "Borrower") and Your organization name (hereinafter referred to as "Lender");

WITNESSETH:

WHEREAS, Borrower has executed a Promissory Note (the "Note") dated Date Borrower Signed the Promissory Note and payable to Lender in the original principal amount of Original loan amount - Written Dollars (Loan Amount Numeric) evidencing a loan from Lender to Borrower (the "Loan");



Should match the loan amount on the Promissory Note



Completing the Documents

WHEREAS, Borrower and Lender desire to modify the Note to change the principal amount of the Loan to Final Loan Amount – Written Out Dollars (Final Loan Numeric), and change the Maturity Date to New Maturity Date, if there is a change Amount Numeric

NOW THEREFORE, for and in consideration of \$1.00 cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto hereby agree as follows:

- Definition of Terms.** All capitalized items contained herein and not otherwise defined shall be defined as provided in the Note
- Amount of Loan.** The maximum principal amount of the Loan evidenced by the Note, including present and future advances, is changed to Final Loan Amount – Written Out Dollars (Final Loan Amount Numeric).
- Maturity Date.** The Maturity Date as stated on the Note is changed to Written number (Number) years from the Note date.



How many years until the new loan amount is \$0. ***Be sure to start counting from the original loan date.***



COMPLETING THE DOCUMENTS

IN WITNESS WHEREOF, the parties hereto have hereunto executed this Agreement under seal as of the day and year first above written.

LENDER:

BORROWER(S):

Authorized Person's Signature
(SEAL)

John Doe

(SEAL)

Authorized Person's Name

John Doe

Printed Name

Printed Name

Authorized Person's Title
(i.e. President, Vice President,
Etc.)

Jane Doe

(SEAL)

Jane Doe

Printed Name



Questions?



REMEMBER.

THIS IS AN UNSECURED LOAN.



PROGRAM SUPPORT GAME

Soft Costs

URP Hard Costs	Maximum Program Support (Soft Cost)
From \$501 to \$15,000	\$300 + 10% of the Hard Cost (not to exceed \$1,500)
Up to \$500	\$300

Admin

- 10% of hard & soft costs
- Must have completion date



WRAP-UP

- Final questions?
- Any questions, please contact your case manager

THANK YOU!!

