# NORTH CAROLINA HOUSING FINANCE AGENCY
# Urgent Repair Program

## Instructions to Project Management Report

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

If not using the electronic version of the form, the Project Management Report should be typed or printed legibly in ink. However, the Project Management Report was designed to be entered using the electronic version. When using the electronic version, please note that the light yellow cells designate entered information and the brighter yellow cells highlight computer calculated fields.

All reports must be signed and dated in the "**Certification**" box on page one by an authorized officer or agent of the Recipient. Ideally, the supervisor of the person who prepared it should sign the report.

In the "**Report Type**" box, check as many items as apply. For instance, say a given report is submitted as a quarterly report and you wish to request a disbursement. You would check the box to the right of "Quarterly Report" and the box to the right of "Disbursement Request". Generally, if an accurate and complete Activity Report serving as a disbursement request is received by your case manager by noon on Monday, the disbursement check will be mailed by the end of that work week. A report received by FAX will not trigger the requisition process. All disbursement requests must be received with an original-signature.

**Lines a** through **c** at the bottom of pages 2 and 3 of the Activity Report should always be completed whether or not units were completed during the reporting period, except for your first report if there are no units to report *(note: computer calculated in electronic version)*.

**A. Account Balances** (page 1)

**1. Beginning balance:**

**a.** On your first Activity Report, enter "0". On subsequent reports enter the sum of all Program funds received from the Agency prior to the reporting period.

**b.** On your first report, enter "0". On subsequent reports enter the sum of lines **A.1.b** and **A.2.b.** of the previous report.

**c.** On your first report, enter "0". On subsequent reports enter the sum of lines **A.1.c** and **A.3.c** of the previous report *(note: computer calculated in electronic version)*.

**d.** Calculate the amount of Program funds on hand as of the first day of the reporting period *(computer calculated in electronic version)*. On your first report, the beginning balance should be "0". On subsequent reports it should equal line **A.4** of the previous report.

2. **Receipts since last report:**

   **a.** Enter the amount of any Program Fund disbursements received from the Agency during the current reporting period.

   **b.** Enter the amount of interest earned on Program funds during the reporting period.

   **c.** Enter the sum of **2.a.** plus **2.b.** *(computer calculated in electronic version).*

3. **Recipient disbursements since last report:**

   **a.** Enter the total amount of Program funds disbursed to pay for other eligible hard costs (materials, labor, repair/modification contracts, etc.) during the reporting period *(computer calculated in electronic version)*. This entry is to include jobs in progress. (See Program Guidelines, section 2.1.3 and 4.2.2 for eligible expenditures)

   **b.** Enter the total amount disbursed during the reporting period to pay for Program support items eligible under section 2.1.7 and 2.1.8 of the Program Guidelines *(computer calculated in electronic version)*.

   **c.** Enter the total of **3.a. plus** and **3.b.** *(computer calculated in electronic version).*

4. **Net balance on hand:** This entry should equal the balance of your Program Fund account as of the closing day of the reporting period *(computer calculated in electronic version)*. If your balance is negative, indicate the amount in parentheses.

## B. Key Indicators and Progress Toward Goals

Each indicator is automatically calculated in the pc version and provides an accurate snapshop of project progress once data is up to date on pages 2 and 3. If completing the form manually complete this section (after pages 2 and 3 are completed) by entering the following:

1. "Months remaining to completion date" – Enter the number of months between the end of the reporting period and the completion date.
2. "Percent of project time used" – Enter the percent of total project time used.
3. "Percent of URP funding spent" – Enter the percentage of the original award spent.
4. "Percent of targeted units completed" – Enter the percentage of targeted units completed.
5. "Avg. completions/month needed to finish on time" – Enter average completions by months needed to finish on time
6. "Percent of matching funds spent to date" – Enter the amount of matching funds (hard cost only) spent to date.
7. "Percent of completed units 30 - 50% AMI" – Enter percent of completed units between 30% and 50% AMI.
8. "Percent of completed units below 30% AMI" – Enter percent of completed units below 30% AMI.

## C. **Financial Report on units assisted to date** (page 2)

Note: Be sure to enter report date and Recipient name or acronym on each page (*computer calculated in electronic version*). Data entered in this section and section D is cumulative. In order to account for units completed, in-progress and/or reported previously, please enter the unit completion date if complete, or leave the date blank if in-progress during the current reporting period. List units in the order in which they were assisted.

Revision: Place an "X" in the box if previously reported information for the unit has been revised.
Unit Completion Date: Recipients utilizing a bid process to select contractors shall use the date of the final payment to the contractor for the unit completion date. If a recipient is working with their own work crews, the date of the last payment to their project account for hard costs for the unit will be the unit completion date.
First name and middle initial of homeowner: Self-explanatory.
Last name of homeowner: Self-explanatory.
Street address of completed unit: Enter the actual street address, if any. If no street address has been assigned, enter road name or number and/or deed book and page numbers and/or other data as needed to positively identify the property. Simply giving a road name or number such as "Hwy 64" or "Jackson Road" will not suffice.
City/town of completed unit: Self-explanatory.
Zip code: Self-explanatory.
County of completed unit: Self-explanatory.
Square foot size of the unit: Self-explanatory.
URP hard costs: Enter the amount of Urgent Repair Program funds disbursed to pay for physical housing repairs/modifications ("hard costs") only. If private unaffiliated contractors were used to perform the work, this amount should be the amount of the repair/modification contract. For Recipients using employees or affiliated contractors to do the work, eligible hard costs are described at section 4.2.2 of the Program Guidelines.
Other hard costs; identified by source: Enter the amount of funds from any other source used for improvements made to the dwelling unit in association with the URP-funded work. Identify the source of the funds. (Note: These funds must not be from state or federal sources, other than WAP or HARRP monies, Home and Community Care Block Grants provided by the North Carolina Division of Aging and Adult Services, or funds from Independent Living Centers.)
URP program support: Enter the amount of program support costs associated with the hard cost expenditures on the unit. This amount must not exceed the limits in Table A in section 2.1.8 of the Program Guidelines. An error message will appear if an amount is entered that either exceeds the maximum allowance or includes cents. Enter an acceptable amount to remove the message.
Total URP $ HC + PS: Enter the total amount of URP hard costs and program support costs by unit *(computer calculated in electronic version)*.

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

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

Note: Be sure to enter report date and Recipient name or acronym on each page (*computer calculated in electronic version*). Again, data entered in this section and section C is cumulative. In order to account for units completed, in-progress and/or reported previously, please enter the unit completion date if complete, or leave the date blank if in-progress during the current reporting period. Please list units in the order in which they were assisted (*computer calculated in electronic version*).

Revision: Place an "X" in the box if previously reported information for the unit has been revised.
Unit Completion Date: Recipients utilizing a bid process to select contractors shall use the date of the final payment to the contractor for the unit completion date. If a recipient is working with their own work crews, the date of the last payment to their project account for hard costs for the unit will be the unit completion date (*computer calculated in electronic version*).
Homeowner's last name and first initial: Self-explanatory (*computer calculated in electronic version*).
Annual household income: Enter the household's verified annual income. This should equal the amount shown as "Annual Gross Household Income" at the bottom of the "Gross Income Work Table" on the homeowner's "Application & Eligibility Certification" form.
Income category: Place an "X" in the box that indicates the income category of the eligible household.
Size of HH: Enter the number of full-time members of the assisted household.
Special needs category(ies): Indicate any and all special needs categories fitting the household assisted by entering an "X" or a "1" in each column that applies. "Elderly" means sixty-two years old or older; "Hdcp/Dsbld." means disabled or handicapped; "Large" means households with five (5) or more full-time members; "EBL Child" means a child below the age of six (6) with an elevated blood level, between 10 μγ/dl and 20 μγ/dl and; "Single Parent." means households with one or more minor children headed by a single parent. Check all columns that apply.
Household racial composition: Enter the appropriate household racial category. PC users will select the appropriate household racial category from the pulldown list.
Hispanic: Enter "Yes" or "No" for the appropriate household ethnicity. PC users will select "Yes" or "No" from the pulldown list.
Description of repairs or modifications completed with URP funds: Briefly identify the specific URP-funded repairs or modifications.
Accessibility Modifications: Indicate whether any URP funded repairs or modifications increased the home's accessibility for any disabled or handicapped clients (handicapped ramps, grab bar installations, passage or entryway modifications, etc.) by entering "X" in the column.

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