FY 27 AHSP Application Staff Summary: United Community Development of North Carolina – Administrative Support

20	$1,500	$1.00 : $4.44	≤60%	100%
Households Served	AHSP Request Per Household	Leverage Ratio AHSP $: Other Non-County $	AMI Target	% Admin Cost

Project Description: United Community Development of North Carolina (UCDNC) submitted an **Administrative Support Program Grant** application requesting **$30,000** to support its Urgent Life, Health, and Safety Repair Program.

AHSP Goal: Preserve the supply of Naturally Occurring Affordable Housing (NOAH)

AHSP Objective: N/A

Summary: United Community Development of North Carolina's request ($30,000) is intended to provide administrative support to its home repair program. The request will support an overall project budget of $163,000. UCDNC's services are provided primarily to households whose gross income is less than or equal to 60% of the Area Median Income (AMI). Their programmatic efforts ensure households are not displaced because of unsafe living conditions.

UCDNC's Urgent Life, Health, and Safety Repair Program helps preserve existing housing stock through small-scale home repairs to low-income households. In calendar year 2025, UCDNC completed 18 home repairs. In FY27 UCDNC anticipates performing 20 repairs for low-income families at ≤60% AMI (15 ≤60% AMI, five (5) ≤30% AMI).

The UCDNC request is that these administrative funds would help support its open $60,000 FY25 AHSP Emergency Repair Grant. UCDNC has completed five (5) of the 15 repairs obligated by the open FY25 contract, with a remaining grant balance of $28,492.64. The FY25 grant designated 20% of the $60,000 award for administrative costs, which have been expended. Their open grant was extended through FY26 due to the effects of Tropical Storm Helene.

UCDNC seeks to use this administrative funding to support the completion of 10 repairs from the FY25 grant and to complete 10 more homes repairs. The funds will address personnel and administrative costs such as the salary for the project manager ($31,200), professional services for bookkeeping ($4,500), payroll taxes ($7,644), insurance costs ($4,950), and the purchase of a scanner ($350).

County Funding Source Options: Buncombe County General Fund and AHSP Program Income.

Finance Department Assessment of Audits and Financial Position: United Community Development of North Carolina provided a statement of activity for the period ending December 31,2025. There are no concerns based on the information provided.

Recommendation: Community Development Division staff reviewed the project, confirm it adheres to the requirements of the FY27 AHSP, and confirm it appears eligible for funding. The project appears ready for implementation July 1, 2026. Because the request would pair additional administrative funds

to a prior year emergency repair grant award, a full award would increase the percentage of administrative costs for the proposed emergency repairs from 20% to 47% of AHSP funds. A full or partial award may be considered.

PROJECT SUMMARY SHEET	Y/N
Project Description/Narrative	
Clearly affordable housing focused	Y
Aligns with all components of the application	Y
Aligns with all guidelines of the AHSP program	Y
Aligns with the selected strategic goal	Y
Aims to impact at least one Social Determinate of Health	Y
Designed to Serve Households with AMI	
<80%	Y
<50%	Y
<30%	Y
Designed to Serve	
Income qualified general populous eligible for the program	Y
Individuals who are age 55 or older	Y
Individuals with a disability	Y
Individuals who are hard to house	N
Individuals who are homeless	N
Individuals who are BIPOC	Y
Individuals who are justice involved	Y
Individuals who have vouchers	N
Individuals who have been referred by the Continuum of Care	N
Individuals who have been affected by Helene	Y
Budget of Expenses	
Complete	Y
Reasonable	Y
Budget of Revenues	
Complete	Y
Reasonable	Y
Includes leveraging additional investment (non-AHSP funds)	Y
Project Team	
Relevant experience and qualifications to complete the project	Y
Project History	
Indicates success in completing projects in the program category	Y
Applicant	
Has timely audits free of qualifications and findings which would adversely indicate ability to manage an AHSP allocation	N
Shows a healthy financial position	Y
Is a non-profit applicant	Y