Gaston County

Gaston County
Board of Commissioners
www.gastongov.com

Building and Development Services

Board Action

File #: 26-317

Commissioner Brown - Building & Development Services (Housing Rehabilitation) - To Accept and Appropriate State Grant Funds from the NC Housing Finance Agency for Home Repairs ***($165,000)***

STAFF CONTACT

Marc Bolick - Building & Development Services (Housing Rehabilitation) - 704-866-3559

BUDGET IMPACT

General Fund: Increase State Grant Revenue and Urgent Repair Expense by $165,000. Internal transfer of $2,000 for County match.

BACKGROUND

The NC Housing Finance Agency (NCHFA) makes Urgent Repair Program funds available to qualified organizations during each competitive funding cycle to finance emergency home repairs and modifications for low-income homeowners with special needs. The funds are used to provide deferred, forgiven loans of up to $15,000 to qualified homeowners for emergency repairs. As part of the application process, providing a local match increased the competitiveness of the application. Therefore, Gaston County committed $2,000 in County matching funds to strengthen the application and improve the likelihood of receiving funding. The performance period for the 2027 Urgent Repair Program grant is from July 1st, 2026 until December 31st, 2027.

POLICY IMPACT

N/A

ATTACHMENTS

Budget Change Request (BCR); Funding Agreement

DO NOT TYPE BELOW THIS LINE

I, Donna S. Buff, Clerk to the County Commission, do hereby certify that the above is a true and correct copy of action taken by the Board of Commissioners as follows:

NO.	DATE	M1	M2	JBailey	CBrown	CCloninger	AFraley	BHovis	TKeigher	SShehan	Vote
2026-233	07/28/2026	TK	SS	A	A	A	A	A	A	A	U

DISTRIBUTION:

Laserfiche Users

A=AYE, N=NAY, AB=ABSENT, ABS=ABSTAIN, U=UNANIMOUS

GASTON COUNTY
BUDGET CHANGE REQUEST (BCR)

TO: Matthew Rhoten, County Manager

FROM: 233 — BDS - Housing Rehab
Dept. Code — Department Name

Marc Bolick — 7/13/2026
Department Director — Date

REQUEST TYPE:

- [ ] Line-Item Transfer Within Department & Fund
- [ ] Project Transfer Within Department & Fund
- [ ] Line-Item Transfer Between Departments
- [ ] Line-Item Transfer Between Funds*
- [x] Additional Appropriation of Funds*

* Requires resolution by the Board of ~~Commissioners~~

ACCOUNT DESCRIPTION As it appears in Munis	ACCOUNT NUMBER 4 Fund xxxx - 3 Dept xxx - 3 Div xxx - 5 SubDiv xxxxx - 6 Prog xxxxxx - 7 SubProg xxxxxx - 4 Future xxxx - 2 Func xx - 6 Obj xxxxxx - 5 Proj xxxxx	AMOUNT**
~~Ex. Em~~ployee Training	Ex. 1000-BGT-000-00000-000000-0000000-0000-01-520011-	Ex. $5,000.00 Ex. ($5,000.00)
State Grant Rev-27UrgentRepair	1000-BDS-233-00000-000000-0000000-0000-07-410001-G0176	($165,000)
Other Services-27UrgentRepair	1000-BDS-233-00000-000000-0000000-0000-07-530015-G0176	$165,000
Professional Services	1000-BDS-233-00000-000000-0000000-0000-07-530010-	($2,000)
Other Services-27UrgentRepair	1000-BDS-233-00000-000000-0000000-0000-07-530015-G0176	$2,000

JUSTIFICATION FOR REQUEST:

Gaston County has been awarded $165,000 by the North Carolina Housing Finance Agency (NCHFA) under the 2027 cycle of the Urgent Repair Program. This program provides funds to assist very-low and low-income households with special needs in addressing housing conditions which pose imminent threats to life and/or safety or to provide accessibility modifications and other repairs necessary to prevent displacement of very-low and low-income homeowners with special needs such as a frail elderly and persons with disabilities.

** Decreases in expenditures and increases in revenue accounts require brackets. Increases in expenditures and decreases in revenue do not require brackets. Please note that transfers between funds require inter-fund transfer accounts.

NORTH CAROLINA HOUSING FINANCE AGENCY

3508 Bush Street
Raleigh, NC 27609
919-877-5700
www.HousingBuildsNC.com

July 1, 2026

Matthew Rhoten, Gaston County Manager
Gaston County
P.O. Box 1578
Gastonia, NC 28053

Dear Mr. Rhoten:

Your organization's "Post Approval Documentation" has been reviewed and approved. Enclosed is the URP27 Funding Agreement, signed by Michael Handley, Manager of Home Ownership at the Agency. The URP27 Funding Agreement is now being signed electronically using the DocuSign process. Please electronically sign the Funding Agreement prior to beginning your project. An electronic copy of the final documents with all signatures will be shared via email once all signatures are completed. Please keep a copy for your records as no other copy will be distributed. The Funding Agreement is a part of the Program Guidelines and should be studied carefully.

An Agency officer has been assigned to work with each recipient organization as its single point of contact for all matters pertaining to URP27. This person is the "case manager" for your organization and is charged with assisting you as needed to help ensure your success in achieving the Program goals. I am your case manager for this project. Please do not hesitate to contact me at (919) 561 5183 any time you have questions, concerns or comments. All URP-related correspondence (including your executed Funding Agreement) should be addressed to my attention.

I look forward to working closely with you and your staff toward the successful implementation and completion of your Urgent Repair Program project.

Sincerely,

Signed by:
Frank Heath
B3D61DA96840460...

Home Ownership Rehabilitation Officer

CC: Marc Bolick, Director of Housing Rehab
Lauren Lewis, Rehabilitation Specialist
Tyler Davis, Assistant to the County Manager

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

FUNDING AGREEMENT

Recipient: **Gaston County**

Service Area: **Gaston County**

Funding Agreement Number: **2709**

NORTH CAROLINA HOUSING FINANCE AGENCY

URGENT REPAIR PROGRAM

FUNDING AGREEMENT

This Funding Agreement (the "Agreement") is entered into on the 1st day of July, 2026, by the North Carolina Housing Finance Agency (the "Agency"), a public agency of the State of North Carolina and Gaston County (the "Recipient").

Recitals

Whereas, the North Carolina Housing Trust Fund (the "HTF Fund") was created by the 1987 Session of the North Carolina General Assembly which added Chapter 122E to the General Statutes, entitled the North Carolina Housing Trust Fund and Oil Overcharge Act (the "Act"); and

Whereas, the Act also created the North Carolina Housing Partnership (the "Partnership") to establish policies for programs of the HTF Fund; and

Whereas, the Partnership has adopted policy guidelines for the operation of an Urgent Repair Program (the "Program") from the HTF Fund; and

Whereas, the Agency is responsible for implementing and operating programs of the HTF Fund based on the policies of the Partnership; and

Whereas, the Agency has set aside funds to assist our partners in the administrative costs in the developing, producing, rehabilitating and repairing affordable housing in North Carolina (the "Agency funds"); and

Whereas, the Agency has advertised the availability of applications for funding under the Program;

Whereas, the Application of the Recipient identified on the cover page of this Funding Agreement was received, evaluated, and approved by the Agency and thereby made a part of this Agreement to be referenced as applicable; and

Whereas, the Agency has developed Program Guidelines (the "Guidelines") dated May 6, 2025, governing the execution of the Program by the Recipient and their relationship to this Agreement is made explicit in section 9 of this Agreement;

Now, therefore, in consideration of the exchange of the mutual promises set forth herein and other good and valuable consideration the Recipient and the Agency mutually agree as follows:

PART A: TIME OF PERFORMANCE

Section 1: Time of Performance

(a) The Recipient shall begin performance of this Agreement on the 1st day of July, 2026 and shall complete performance no later than the 31st day of December, 2027 (date of completion). Any funds that are not committed under contract (pursuant to section 3.1 of the Program Guidelines) to a Program participant as of the completion date must be withdrawn from deposit and returned to the Agency, unless the Agency agrees in writing to an extension of this Agreement.

(b) The Recipient must make reasonable progress in the use of funds under this Agreement. Failure to do so may result, at the discretion of the Agency, in a reduction of the amount of funds available under this Agreement.

PART B: PROGRAM FUNDING

Section 2: Grant Amount

(a) The Agency has approved a Program Grant to Gaston County in the principal amount of One Hundred Sixty-Five Thousand Dollars ($165,000). In no event shall expenditures under this Agreement exceed this Program Grant.

(b) Funds for Cost of Repairs: One Hundred Fifty Thousand Dollars ($150,000) of the Funding Amount are funded from the State appropriated HTF Fund, and shall be used for the cost of repairs to the property, as more fully-described in the Guidelines, section 2.1. Funds for repairs shall only be utilized in the service areas specified in Section E – Service Area Requirements of the Post-Approval Documentation as signed by the Recipient.

(c) Funds for Administrative Costs: Fifteen Thousand Dollars ($15,000) of the Funding Amount are funded from the Agency funds, and shall be used for administrative costs incurred by the Recipient for running the Program, as more fully-described in the Guidelines, section 2.1.

Section 3: Disbursement of Funding

The Recipient will receive Program funds in accordance with the Guidelines, section 3.2 Disbursements.

Section 4: Deposit of Funds

(a) Any money advanced to the Recipient must be deposited, tracked and documented in accordance with the Guidelines, sections 3.4 Recipient Accounts and 3.5 Program Income.

(b) The Agency reserves the right to require that all deposits made in eligible accounts will be subject to withdrawal by the Recipient and will also be subject to withdrawal by the Agency. If the Agency chooses to exercise this option, an agreement for custodial accounts will be provided by the Agency to implement the requirement and will be executed prior to the initial disbursement.

(c) Checks will be delivered to the addresses provided in section 23 of this Agreement.

PART C: FINANCIAL MANAGEMENT

Section 5: Honesty and Fidelity Bond

The Recipient must comply with the Honesty and Fidelity Bond requirements of the Guidelines, Section 3.3 Honesty and Fidelity Bond.

Section 6: Establishment and Maintenance of Accounting Records

The Recipient must comply with the accounting procedures of the Guidelines, Section 3.6 Accounting.

Section 7: Procurement Procedures

Recipient shall establish written procurement and contracting procedures which provide that proposed procurement and contracting actions will be properly managed in accordance with the Guidelines, section 3.8 Procurement.

Section 8: Annual Audit Report

The Recipient must comply with the auditing standards and requirements of the Guidelines, section 3.9 Financial Audit Requirements.

PART D: PROGRAM MANAGEMENT

Section 9: Program Guidelines

The terms of the Agreement are subject to the Guidelines in all respects, whether specifically referenced in this Agreement, and all defined terms used in this Agreement shall have the same meanings as used in the Guidelines. In the event the Guidelines are revised, the Agency will forward such revisions to the Recipient and thereby make them a part of this Agreement. Failure of the Recipient to comply with the terms and conditions of the Guidelines shall be an event of default by the Recipient under this Agreement.

The Agency may reduce, suspend, or otherwise change the disbursement of payments under this Agreement, and the Agency may terminate this Agreement if the Agency determines that the Recipient has failed to comply with the Guidelines.

Section 10: Program Documents

The Recipient's Program must use loans to finance eligible repairs for Program participants. The Recipient must comply with the documentation requirements of the Guidelines, section 4.3 Program Documents.

Section 11: Recipient Responsibility

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.10 Monitoring by Recipient.

Section 12: Reports

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.11 Reporting by Recipient.

Section 13: Right To Inspect

The Recipient must comply with the procedures and requirements of the Guidelines, section 3.12 Monitoring by Agency.

PART E: GENERAL CONDITIONS

Section 14: Prohibited Activity

The Recipient must comply with the procedures and requirements of the Guidelines, section 2.2 Prohibited Activities.

Section 15: Publicity

The Recipient must, when publicizing Program availability, act in accordance with the requirements of the Guidelines, section 4.1 Selection of Applicants.

Section 16: Contract Changes

Any proposed changes in this Agreement shall be in writing, submitted to and approved and executed by the Agency before the performance of any work involved in the proposed change.

Section 17: Assignment

This Agreement shall be binding on and inure to the benefit of the Agency, its successors and assigns. The Recipient may not assign all or any part of its interest in this Agreement or delegate any duty or obligation hereunder without the prior written consent of the Agency.

Section 18: Termination of Agreement

Termination of this Agreement will be governed by the rules and requirements of the Guidelines, section 3.1 Funding Agreement.

Section 19: Indemnification

The Recipient holds harmless and indemnifies the Agency from any and all claims, including reasonable attorney's fees, for injury or damage to persons or property which may arise in connection with work performed under this Agreement or pursuant to the Recipient's Program.

Section 20: Litigation

The Recipient represents and warrants to the Agency that there is no pending or active litigation against the Recipient that may jeopardize or adversely affect this Agreement or the completion of activities hereunder.

Section 21: E-Verify

Member agrees to comply with the requirement of N.C.G.S. 64-26(a) which requires private employers with 25 or more employees in the State of North Carolina to comply with the Federal E-Verify system for verification of all employees' legal work status.

Section 22: Prohibition of Discrimination.

The Member must consider all applications in the order in which they are received, or in any other manner designated by the Agency, on a fair and equal basis, may not arbitrarily reject an application, and may not vary the terms of a loan or the application procedures therefore or reject an applicant in violation of any State or federal law regarding discrimination.

Section 23: Notice

Any requirement to provide notice under this Agreement shall be deemed to have been met if delivered to the following parties at the following addresses:

Recipient:

Mr. Matthew Rhoten, Gaston County Manager
Gaston County
P.O. Box 1578
Gastonia, NC 28053

Agency:

Frank Heath, Home Ownership Rehabilitation Officer
North Carolina Housing Finance Agency
3508 Bush Street
Raleigh, NC 27609-7509

Section 24: Entire Agreement

This Agreement consists of eight pages, including the cover page, and is the entire Agreement between the Agency and the Recipient.

Section 25: Electronic Signatures

Each party agrees that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures.

Electronic signature means any electronic symbol or process attached to or logically associated with a document and executed and adopted by a party with the intent to sign such document.

In Witness Whereof, the parties below have executed this Agreement on the date first written above.

Gaston County

Signed by:

By: Matthew Kluster Date: 7/13/2026

DAC788E942884CD...

Its: Gaston County Manager

North Carolina Housing Finance Agency

DocuSigned by:

By: Michael Handley Date: 7/9/2026

1BD9F0581B31441...

Its: Manager of Home Ownership Rehabilitation

North Carolina Housing Finance Agency
Urgent Repair Program (URP27)
Post-Approval Documentation

URP2709	Gaston County

A. Instructions

Your Application for Funding was approved for the requested amount. The numbers in the table in section E below reflect the numbers from your application and represent the required performance standards for your URP27 award. If you agree with the amounts listed, please provide the information and documentation requested below and return this Post Approval Documentation packet to Michael Handley, Manager of Home Ownership Rehabilitation. A case manager will be assigned to your project at a later date. All proposed changes to these performance standards will require Agency approval and should result in no net loss of application rating points.

B. Local Matching Funds *(Attach)*

Your Application for Funding stated that other funds would be available to assist with repairs/modifications of your proposed housing units. Please provide documentation, from the funding source, for each source of local matching funds. The table immediately below summarizes the proposed amount of matching funds according to your application.

Source of Funds	Application Amount	Confirmed PAD Amount
Weatherization Assistance Program (WAP) funds	**$0**	$0.00
Heating Appliance Repair & Replacement Program (HARRP) funds	**$0**	$0.00
Independent Living Center funds	**$0**	$0.00
Council on Aging funds	**$0**	$0.00
USDA-Rural Development Section 504 loans	**$0**	$0.00
Volunteer labor	**$0**	$0.00
Donated materials	**$0**	$0.00
Matching local funds	**$2,000**	$2,000.00
	$0	$0.00
Total of local matching funds committed to the URP26 project	**$2,000**	$2,000.00

C. Assistance Policy *(Attach)*

Because URP beneficiaries are not necessarily pre-selected and approved through a public hearing process, it is especially important that URP recipients ***adopt*** an assistance policy that thoroughly and clearly identifies criteria for eligibility for assistance, and for prioritizing applicants once they have been determined eligible. This policy should be fair, open and non-discriminatory. In addition, other facts, policies and procedures affecting potential applicants and/or recipients of assistance should be spelled out in your assistance policy. **Please submit your proposed Assistance Policy as part of the completed Post Approval Documentation.**

D. Procurement and Disbursement Policies *(Attach)*

URP Recipients must submit a copy of their Procurement Policy that is specific to URP27 and is written in accordance 2 CFR 200, and a copy of their Disbursement Policy to the Agency for review and approval. **Please submit your proposed Procurement and Disbursement Policy as part of the completed Post Approval Documentation.**

E. Service Area Requirements

The Application for funding was approved based partly on your targets for Program assistance by service area and the percentages of Program funding to be spent in each county within the service area. Your required targets (based on your requested amount), broken out by county, are shown in the table below. Please confirm in the "Approved" columns below the number of units and repair funds for each awarded county or service area.

Service Area	Proposed # of Units	Confirmed # of Units	Proposed Program Repair Funds	Confirmed Repair Funds	Program Admin Funds
Gaston	**10**	10.00	**$150,000**	$150,000.00	

TOTAL	**10**	10.00	**$150,000**	$150,000.00	**$15,000**

F. Bonding/Honesty and Fidelity Insurance Coverage ***(Attach)***

Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of your URP27 funding allocation. This must be in the form of a letter from the recipient's insurer identifying the policy by number, the amount of coverage, the effective date, the positions covered by the policy, and containing a statement that NCHFA will be notified in writing if the coverage is discontinued or reduced. For self-insured units of government, the acceptable evidence of insurance will be a letter from the unit's chief financial officer or manager, stating that the unit maintains a self-insurance fund in an amount adequate to provide honesty and fidelity coverage equal to 50% of the URP27 allocation. The letter must state that the recipient will notify NCHFA in writing if the self-insurance is discontinued or reduced to a level that no longer provides the required 50% coverage.

G. Fiscal Year and Audits (*Complete this section*)

Recipients will be required to submit reports as required under NC State General Statue 143C-6-23 (Non-Government Organizations) or NC State General Statue 159-34 (Units of Local Government)
Fiscal year begins 07/01 and ends 06/30.

H. Acknowledgement of Audit Compliance Reporting Responsibilities ***(Attach)***

Please have the financial person from your organization, responsible for coordinating the annual audit, complete and sign the enclosed "Audit Compliance Responsibilities" form, acknowledging its receipt. Then, return it with the completed PAD.

I. Organizational Documents ***(N/A)***

1. Recipients who are not units of government must supply copies of their organizational documents, including articles of incorporation, by laws and a listing of all directors, officers and staff.
2. Recipients that are private-nonprofit organizations must forward a notarized copy of their Conflict of Interest policy, in accordance with G.S. 143C-6-23, to the Agency, which addresses conflicts of interest that may arise involving any member of the recipient's management, board of directors or other governing body.
3. Recipients that are private nonprofit organizations must provide a written statement, made under oath and completed by the organizations board of directors or appropriate governing body, stating that the organization does not have any overdue taxes, as defined by G.S. 105-243.1.

J. W9 Tax ID and Direct Deposit ***(Submit to Agency Link)***

1. All vendor forms must be submitted via a link to a secure folder created by the Agency. Please email apvendor@nchfa.com to request a secure link. Do not email vendor forms.
2. Enclosed is the Form W-9 Request for Taxpayer Identification Number and Certification. Please submit at link received from apvendor@nchfa.com.
3. Also, enclosed is the form for electronic payments, which will allow for direct deposit of Program funds into your designated checking account. Please submit at link received from apvendor@nchfa.com.

K. Intergovernmental Agreement ***(N/A)***

Please provide a copy of an intergovernmental agreement between your governmental entity and the governmental entity in which you will be providing services under URP27, as required by GS 160-456.

L. Certifications

The Recipient certifies that: 1) there have been no changes in the key personnel or their roles as identified in section III. B of the Application for Funding; or 2) the Recipient has submitted a written request to the Agency indicating the change(s) in personnel and/or their roles accompanied by a detailed resume for each. The Recipient certifies that the information, provided herein and herewith, is complete and accurate and that, if approved by the North Carolina Housing Finance Agency, it will be made part of the Funding Agreement by reference, superseding any conflicting information contained in the original Application for funding without otherwise affecting said Application.

Signed by: 986C11C51857454...	Signed by: Matthew Rhoten DAC788E942884CD...
Attest	Authorized Signature
County Attorney	County Manager
Title	Title
4/2/2026	4/2/2026
Date	Date

GASTON COUNTY
128 West Main Avenue
P.O. Box 1578
Gastonia, North Carolina 28053-1578

Phone (704) 866-3000
Fax (704) 866-3147

December 17, 2025

North Carolina Housing Finance Agency
PO Box 28066
Raleigh, NC 27611-8066

To Whom It May Concern:

Please accept this letter as confirmation that Gaston County has committed matching funds in the amount of $2,000 in support of the 2027 Urgent Repair Program.

Gaston County appreciates the assistance the North Carolina Housing Finance Agency provides to Gaston County residents and looks forward to continuing this partnership to support homeowners through the Urgent Repair Program. This program supports the County's efforts to preserve safe and stable housing for low-income homeowners.

Sincerely,

Matthew Rhoten
County Manager
Gaston County