

TOWN OF CARRBORO AHSRF APPLICATION SUMMARY

**APPLICANT: Rebuilding Together of the Triangle (RTT)**

PROJECT TYPE: Rehabilitation for owner-occupied units

AMOUNT REQUESTED: \$79,391.00

PROJECT ADDRESS: 1306 Hillsborough Rd, Chapel Hill NC 27516 – 103 Glosson Circle Carrboro NC 27510 – 113 Alabama Avenue Carrboro NC 27510 – 102 Dillard St Carrboro NC 27510

PROJECT SUMMARY: Funds will be used to support the rehabilitation projects of 4 homes owned by low-income Carrboro residents. The rehab will encompass wide array of repairs, from interior to roofing and weatherization. The identified homes for this project were referred to RTT through the Orange County Home Preservation Coalition.

POPULATION SERVED: 8 total residents served.

| % AREA MEDIAN INCOME | <30%  | 31%-60% | 61-80%           | 81-100%    | 101-115% |       |
|----------------------|-------|---------|------------------|------------|----------|-------|
|                      |       | 8       |                  |            |          |       |
|                      |       |         |                  |            |          |       |
| RACE/ETHNICITY       | ASIAN | BLACK   | HISPANIC /LATINO | MIXED RACE | OTHER    | WHITE |
|                      |       | 6       |                  |            |          | 2     |
|                      |       |         |                  |            |          |       |
| SENIORS PRESENT      |       | 2       |                  |            |          |       |
| CHILDREN PRESENT     |       | 2       |                  |            |          |       |
| DISABILITY PRESENT   |       | 2       |                  |            |          |       |

ENVIRONMENTAL IMPACT: RTT will incorporate various energy efficiency mechanisms into their rehabilitations. These 4 homes are receiving a mixture of energy efficient window upgrades, appliance upgrades, and outdoor weatherization upgrades. The services should not cause any substantial negative environmental impacts.

TOWN AH GOALS ADDRESSED: 1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. Also provides opportunities for homeowners to decrease utility payments.

# Affordable Housing Special Revenue Fund

## Application

Fiscal Year 2024-2025



**TOWN OF CARRBORO • NC**  
**HOUSING & COMMUNITY SERVICES**

## OVERVIEW

The Town of Carrboro established an [Affordable Housing Special Revenue Fund](#) in 2007. The goal of the Affordable Housing Special Revenue Fund is to advance the Town's goal of increasing and improving the stock of affordable housing within Carrboro and its planning jurisdiction.

## ELIGIBILITY

Nonprofit organizations may request funds to be used to support projects that meet the Town's affordable housing goals and are in alignment with the Town's [2022-2042 Comprehensive Plan](#). In order to qualify, the following requirements must also be met by the beneficiaries (individuals) and substantiated by the applicant (nonprofit organization).

- a. Beneficiaries must be a resident of, or purchasing a home in, Carrboro or the Carrboro planning jurisdiction.
- b. Beneficiaries must have a gross household income of 115% the Area Median Income or less, with priority given to households at 80% of AMI and below for homeowners, and 60% of AMI and below for renter. Projects benefitting households earning less than 30% AMI, seniors, or those who are disabled are further prioritized. (Please see Attachment A for current income limits.).
- c. Beneficiaries must be unable to obtain a loan, either subsidized or unsubsidized, on comparable terms and conditions.
- d. Beneficiaries or applicants must be the owner of the property in fee simple or leasehold estate and have paid or have appropriate arrangements with the county tax assessor to pay the tax bill, if the property is to be rehabilitated, or have clear title if the property is to be purchased or constructed.
- e. Beneficiaries must be residing in the property to be rehabilitated, or if purchased or constructed, occupy the property when the acquisition is completed. The building or affordable unit that is subject to program funding must have an anticipated life of at least 20 years after rehabilitation, or 30 years, if constructed or acquired. Beneficiaries must also have an intact homeowner's insurance policy, if applicable.

## PERMITTED USES OF FUNDING

### **Development & Acquisition**

Land Banking: To assist in the purchase of land for conveyance to nonprofit affordable housing agencies.

Construction: To pay some or all expenses associated with the construction of affordable housing.

Acquisition: To acquire developed properties suitable for resale to individuals or families.

Pre-development Costs: To pay some or all the pre-development costs (such as feasibility studies, appraisals, land options and preparation of an application) for projects to be developed for the purpose of providing rental or owner-occupied affordable housing.

Land Trust: To provide grants to organizations for land trust projects that guarantee long-term affordability of a property through a 99-year renewable ground leases or for maintenance of land trust housing stock.

Subsidy: To provide permanent subsidies to reduce the sale price of new or existing housing units to make them more affordable.

**Repair, Rehabilitation, Weatherization & Preservation**

- a. To provide emergency home repairs and/or weatherization of properties in the affordable housing stock, including Naturally Occurring Affordable Housing (NOAH).
- b. To provide for the maintenance of properties in the affordable housing stock that are falling into disrepair, including NOAH.
- c. To provide grants or loans to nonprofits to avoid losing homes in the permanent affordable housing stock as a result of foreclosure.

**APPROVAL**

Funding applications are reviewed and recommended to the Town Council by [the Affordable Housing Advisory Commission \(AHAC\)](#).

Funding applications for no more than \$5,000 can be approved or denied by the Town Manager. These applications are accepted year-round.

**PROJECT REPORTING AND MONITORING**

Recipients of funds for development are required to submit a progress report to the Town by the end of the fiscal year (June 30) to monitor progress and performance, financial and administrative management, and compliance with the terms of the performance agreements. Please submit annual reports via email by June 30 to both: [amvanaman@carrboronc.gov](mailto:amvanaman@carrboronc.gov). and [thaugle@carrboronc.gov](mailto:thaugle@carrboronc.gov). A report form will be provided with the performance agreement.

**GENERAL APPLICATION INFORMATION AND PROCEDURES**

**Funding applications are accepted three times a year: October 5th, January 5th, and April 5th.** Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds. All application documents should be submitted electronically to both [amvanaman@carrboronc.gov](mailto:amvanaman@carrboronc.gov) and [thaugle@carrboronc.gov](mailto:thaugle@carrboronc.gov).

**CHECKLIST OF REQUIRED DOCUMENTATION**

**Application:**

- X **Section 1:** Applicant and Project Overview
- X **Section 2:** Disclosure of Potential Conflicts of Interest
- X **Section 3:** Project Description

**REQUIRED ATTACHMENTS:**

- X *Site map showing lot boundaries, locations of structure(s), and other site features*

- General location map (at least ½ mile radius)*
- Detailed** *timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)*
- Floor plan(s)*
- Elevation(s)*
- List of Energy Efficiency Measures included in the project (if applicable)*
- List of Universal Design principles included in the project (if applicable)*

**Section 4:** Performance Measurements

**Section 5:** Project Budget

**REQUIRED ATTACHMENTS:**

**Detailed** *project budget in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project*

*20-year pro-forma (for rental units only)*

**Section 6:** Agency Description

**OTHER REQUIRED ATTACHMENTS:**

Please provide **one copy** of each of the following documents (if applying more than once annually, these documents are required only for the first application):

*Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations;*

*Current Bylaws and Articles of Incorporation;*

*IRS tax determination letter [501(c)(3)] (if applicable) Most recent independent audit (if applicable).*

Applications may not be considered for the following reasons:

1. Project does not align with the eligibility criteria for these funding sources;
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines;
3. Applicant fails to provide required information;
4. Incomplete or late applications.

**PLEASE CALL OR EMAIL ANNE-MARIE VANAMAN OR TYLER HAUGLE WITH FUNDING QUESTIONS:**

919-918-7321 OR [amvanaman@carrboronc.gov](mailto:amvanaman@carrboronc.gov)

919-918-7438 OR [thaugle@carrboronc.gov](mailto:thaugle@carrboronc.gov)

# FUNDING APPLICATION

## Section 1: APPLICANT AND PROJECT OVERVIEW

### **A. Application Information**

Applicant/Organization’s Legal Name: Rebuilding Together of the Triangle, Inc.

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Primary Contact Person and Title: Daniel Sargent, Executive Director

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Applicant/Organization’s Physical Address: 8035 Chapel Hill Road Cary, North Carolina 27

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Applicant/Organization’s Mailing Address: PO Box 4099, Cary, NC 27519-4099

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Telephone Number: 919-341-5980

Email Address: [dsargent@rttriangle.org](mailto:dsargent@rttriangle.org)

### **B. Project Information**

Project Name: Critical Home Repairs for Low-Income Carrboro Homeowners

Total Project Cost: \$209,744.00

Total Amount of Funds Requested: \$79,391.00

Select **which permitted use of funding is being requested:**

- Acquisition
- Predevelopment Costs
- Rental Subsidy
- Ownership Subsidy
- New Construction for Homeownership
- New Construction for Rental
- Rehabilitation for Owner-Occupied or Rental (including urgent repairs)
  - Land Banking
  - Grant to Land Trust
  - Foreclosure Assistance
  - Other (specify):  
\_\_\_\_\_

1. Explain how the proposed project aligns with the Town of Carrboro's [2022-2042 Comprehensive Plan](#).

Maintaining and preserving existing, owner occupied homes is an essential component of any affordable housing strategy. This project preserves affordable homeownership through repairs, accessibility modifications, and home performance upgrades, prioritizing vulnerable, low-income seniors and weatherization repairs

2. Provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past:

Rebuilding Together of the Triangle (RTT) is led by *Executive Director Dan Sargent*, who has been with RTT since 2008. Under his leadership, the organization's budget has grown from \$25,000 to more than \$4.5 million. Dan is a licensed general contractor with a Bachelor's Degree in Biblical Studies from Davis College in New York and a Master's degree in Public Administration from the School of Government at UNC Chapel Hill. Dan has been working in construction, mostly focused on repairs, for over 20 years. He served as Maintenance Director for a summer camp in upstate NY and served in the AmeriCorps program with Habitat for Humanity of Charlotte before joining RTT. Dan continues to work directly in the service delivery of RTT, conducting site assessments, designing work scopes and supporting the program engagement and construction teams.

*Director of Finance Joel Groce* joined RTT in 2021 after working for six years as the Director of Finance for North Carolina Community Action Association. At NCCAA, Joel led the administration of the Weatherization Assistance Program, Duke Energy Helping Home Fund, and other affordable housing programs that have supported our work across the Triangle since 2015. Joel's decade's long career in finance and operations included experience as an auditor, leadership of a private school, service as operations manager in a manufacturing setting, and nearly 18 years in finance leadership with MedCost in Winston Salem, where he left as Senior Vice President of Administration to join NCCAA.

*Construction Manager Heather Szalanski* has more than 20 years of experience in the construction industry. She spent most of that time at Newcombe and Company, a large mechanical contractor in Raleigh. Heather's strong project management and organization skills ensure detailed documentation and thorough coordination amongst the numerous projects RTT has active throughout the year.

*Program Engagement Director Kelly Zargo* has worked in ministries and nonprofit organizations for at least a decade. Her outstanding data management and workflow skills have helped to streamline our intake and assessment processes. She manages homeowner intake, volunteer coordination, and program compliance.

In addition to the team members profiled above, RTT has administrative support staff, operations and communications leadership and direct construction crews that will support this project as needed. RTT is a licensed general contractor and licensed electrical contractor and employs a crew for each trade that directly completes work on some of the homes served by our program. These teams are highly skilled, and they work across the Triangle on many of our most complex projects.

To the best of my knowledge all information and data in this application are true and current. The document has been duly authorized by the governing board of the applicant.

Signature: Daniel Sargent 10/4/2024  
Executive Director or other Authorized Signatory Date

**Section 2: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

- 1. Are any of the Board Members or employees of the agency which will be carrying out this project, or members of their immediate families, or their business associates:
  - a. Employees of or closely related to employees of the Town of Carrboro?
 

YES       NO
  - b. Members of or closely related to members of the governing bodies of Carrboro?
 

YES       NO
  - c. Current beneficiaries of the project/program for which funds are requested?
 

YES       NO
  - d. Paid providers of goods or services to the program or having other financial interest in the program?
 

YES       NO

If you have answered YES to any question, **please explain below**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded.



### Section 3. Project Description

Please provide a thorough description of the project. **Do not assume the reader knows anything about the project.**

#### REQUIRED ATTACHMENTS FOR THIS SECTION:

- Site map showing lot boundaries, locations of structure(s), and other site features
- General location map (at least ½ mile radius)
- Detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)
- Floor plan(s)
- Elevation(s)
- List of Energy Efficiency Measures included in the project (if applicable)
- List of Universal Design principles included in the project (if applicable)
- Appraisal of property

#### A. Project Beneficiaries

1. Who will be served and how will their needs be addressed through this project? If this is a repair or rehabilitation project, please affirm the beneficiary meets eligibility requirements. The Town of Carrboro may request substantiation such as a deed, homeowner insurance policy statement, income verification, etc.

RTT serves low-income homeowners identified through the Orange County Home Preservation Coalition. Each client has ownership and income verified through review of source documents, and these are kept on file by RTT. This work is intended to improve safety, affordability and efficiency of these homes.

2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment A** for the current income limits for the Durham-Chapel Hill MSA.

| Income Group<br>(Area Median Income) | Number of Beneficiaries | % of Total Beneficiaries |
|--------------------------------------|-------------------------|--------------------------|
| <30% of AMI                          |                         |                          |
| 31%-60% of AMI                       | 3                       | 90%                      |
| 61-80% of AMI                        | 1                       | 10%                      |
| 81-100% of AMI                       |                         |                          |
| 101-115% of AMI                      |                         |                          |
| TOTAL                                |                         |                          |

| Income Group    | Seniors age62+ | Children | Disability Present | Asian | Black | Hisp./ Latinx | Mixed Race | Other | White |
|-----------------|----------------|----------|--------------------|-------|-------|---------------|------------|-------|-------|
| <30% of AMI     |                |          |                    |       |       |               |            |       |       |
| 31%-60% of AMI  | 2              | 2        | 2                  |       | 6     |               |            |       | 2     |
| 61-80% of AMI   |                |          |                    |       |       |               |            |       |       |
| 81-100% of AMI  |                |          |                    |       |       |               |            |       |       |
| 101-115% of AMI |                |          |                    |       |       |               |            |       |       |
| <b>TOTAL</b>    |                |          |                    |       |       |               |            |       |       |

## **B. Project Description**

1. Please provide a general overview of your project, including what you are planning to produce, how the requested funds will be used and how you are planning to carry out the project. Include how your project meets the criteria of eligible uses.

Rebuilding Together is the nation’s largest nonprofit organization working to preserve affordable homeownership and revitalize neighborhoods by providing home repair and renovation services free of charge to those in need. As a local affiliate, Rebuilding Together of the Triangle (RTT) makes critical home repairs to keep homeowners in safe and healthy housing.

Affordable housing remains a significant barrier to upward mobility for many in our community. RTT provides critical home repairs, ensuring vulnerable populations – including seniors, individuals with disabilities, veterans, and families with children – have access to safe and healthy homes, fostering stability, a sense of belonging, and the opportunity to thrive.

As the only local organization focused on comprehensive home repair services, RTT plays a crucial role in preserving naturally occurring affordable housing. We are excited about the opportunity to expand our partnership with the Town of Carrboro. We believe that with support of The Affordable Housing Special Revenue Fund

We believe that our organization can provide a set of professional capabilities needed to effectively implement this program, and provide effective repair, rehabilitation, weatherization and preservation services, and we are grateful for the leadership of the town of Carrboro in making this investment to help neighbors maintain their health and housing and support the town’s efforts in maintaining the current affordable housing stock in Carrboro. Through the

requesting funding RTT will complete 4 rehab projects for four community members in Carrboro. The identified homes selected for this funding were referred to RTT through the Orange County Home Coalition. The projects will be completed based on the attached scope of works and RTT is happy to provide any additional information upon request.

Together, we can improve the quality of life and independence of the homeowner population of the town of Carrboro by ensuring income eligible and qualified households have access to repairs that address health and safety concerns. Thank you for considering our partnership.

2. Project Location: 1306 Hillsborough Road Chapel Hill NC 27516; Orange - 103 Glosson Circle Carrboro NC 27510; 113 Alabama Avenue Carrboro NC 27510; 102 Dillard Street Carrboro NC 27510
3. Project Size (if applicable) Please provide the size of development site: \_\_\_\_\_ acres: N/A

### **C. Property Details**

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

#### **1. Property Acquisition**

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? No.
- b. Is the property currently occupied? If so, attach a description of your plan to relocate. The property is currently occupied and we do not anticipate the homeowner needing to relocate.

#### **2. Construction/Rehabilitation Detail**

- a. How many units will be newly constructed? 0
- b. How many units will be rehabilitated? 4
- c. What is the square footage of each unit? House 1: 1356 ; House 2:1572 ; House 3: 1200; House 4: 1525
- d. What is the number of bedrooms in each unit? House 1: 3; House 2: 3 ; House 3: 3 ; House 4: 3
- e. What is the number of bathrooms in each unit? House 1: 1, House 2: 1 1/2; House 3: 1; House 4: 2
- f. How many units will have full ADA accessibility? 0
- g. Is the proposed project located in Carrboro Town limits, ETJ, or transitional area? \_\_\_\_\_

### **D. Design, Affordability, Marketing, and Supportive Services**

1. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.:

Homeowners agree to remain in the home for at least three years following completion of the work. Because most of the projects are of relatively modest size, we do not take a lien out on the property at this time. The goal of our program is to keep low-income families in their home and to make those homes safe and healthy for the homeowner to enjoy, with the goal of keeping the home occupied by an owner into the next generation.

2. What are the proposed rents (including utility costs) or sales prices for completed units?

N/A

3. Explain your agency’s process for marketing to ensure an adequate pool of income-eligible renters to buyers:

RTT coordinates intake for our program through the Orange County Housing Preservation Coalition, ensuring that regardless what agency a homeowner may reach out to, they will find their way to RTT or another agency who can help them.

4. What supportive services, if any, will be provided through this project?

We do not provide any supportive services, but do make referrals for other issues (hunger, transportation, caregiver support, etc.) that we encounter in working with the homeowner.

**Section 4: PERFORMANCE MEASUREMENTS**

**A. Goals and Objectives**

*Please complete the following chart with information about the project’s goals and objectives.*

| Goal/Objective   | Measurement   |
|--|---|
| <i>Ex: Provide housing for low- to moderate-income households.</i> | <i>Ex: By 2020, build ten units that are affordable to households earning less than 80%AMI.</i> |
| Preserve owner-occupied homes for low-income Carrboro residents    | By 2025, preserve 1 owner occupied unit in the town by providing repairs and modifications.     |
|  |   |
|  |   |

## Section 5: PROJECT BUDGET AND PRO-FORMA

### REQUIRED ATTACHMENTS FOR THIS SECTION:

**Detailed project budget** in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project.

If you are developing a property for rent, **please attach a 20-year pro-forma** showing estimated income, expenses, net operating income, debt service, and cash flow.

### A. Terms of Funding

1. Please specify the type of funding request for which you are applying:

Grant

Loan

## Section 6: ORGANIZATION DESCRIPTION

**PLEASE NOTE: If you have already provided this information on a previous application within the current fiscal year, you do not need to provide this information again.**

### A. Organization

What is your organization's . . .

1. Mission statement? Repairing homes. Revitalizing communities. Rebuilding lives.
2. Incorporation date (Month and Year)? January 1996
3. Estimated Total Agency Budget for this fiscal year? \$5,248,500
4. Total number of agency staff (full time equivalents): Nineteen

### A. Organization Track Record and Community Support

Please describe your organization's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project.

Projects will come through the Orange County Home Preservation Collaborative, and the work will be completed in cooperation with the other service providers in the OCHPC. RTT is an active member of the coalition, and serves the group by completing home assessments for all applicants.

2. Involvement of intended beneficiaries of the project in the planning process.

Each homeowner participated in a home assessment, which helps us to understand how they need the home to function to support their needs. Each of these assessments included support from an

occupational therapist to help RTT understand as clearly as possible any challenges the owner is facing in the home, in an effort to work out a scope that will have maximum impact.

3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables.

RTT has assisted hundreds of homeowners across the Triangle since 2008, and we are confident in our ability to effectively manage this project to completion.

4. Collaborative relationships with other agencies.

As mentioned above, we work actively with the Orange County Home Preservation Collaborative, in an effort to maximize service availability and coordination for Orange County homeowners in need of repairs. We work closely with the towns, the County, Habitat for Humanity, Central Piedmont Community Action and Hope Renovations to get work done as efficiently as possible.

5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive.

RTT continues to seek meaningful partnerships with programs and projects to ensure a comprehensive approach. Although we already have a strong network developed through the OCHPC, as well as connections to other human service agencies to address additional needs of homeowners, as an organization we will continue to look at developing future partnerships and straightening current partnerships to provide a more a holistic model.

6. Any other features relating to organization capacity that you consider relevant, (i.e., property management experience, including accepting Section 8 Vouchers, etc.).

Not at this time.

## Attachment A

**2024 Income Limits**

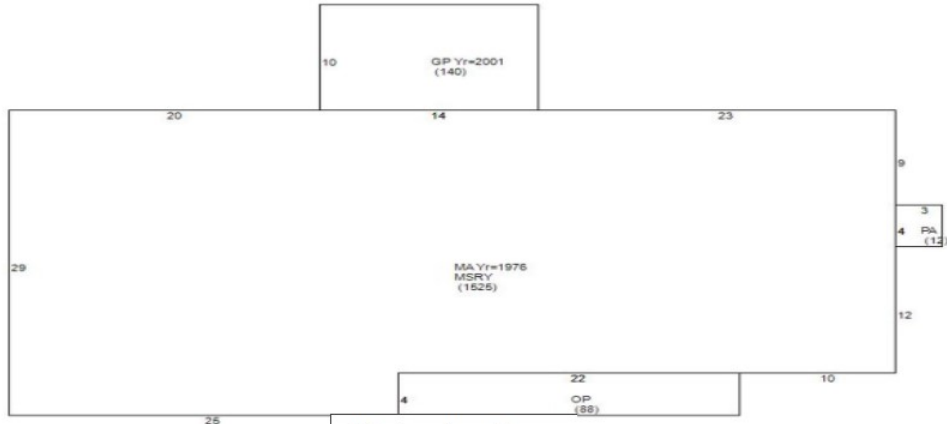
*US Department of Housing and Urban Development  
Durham-Chapel Hill Metropolitan Statistical Area  
(Durham, Orange, Chatham Counties)*

| <b>Income Level</b>           | <b>1 person</b> | <b>2 people</b> | <b>3 people</b> | <b>4 people</b> | <b>5 people</b> | <b>6 people</b> | <b>7 people</b> | <b>8 people</b> |
|-------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>30% area median income</b> | \$22,250        | \$25,400        | \$28,600        | \$31,750        | \$36,580        | \$41,960        | \$47,340        | \$52,720        |
| <b>50% area median income</b> | \$37,100        | \$42,400        | \$47,700        | \$52,950        | \$57,200        | \$61,450        | \$65,700        | \$69,900        |
| <b>60% area median income</b> | \$44,520        | \$50,880        | \$57,240        | \$63,540        | \$68,640        | \$73,740        | \$78,840        | \$83,880        |
| <b>80% area median income</b> | \$59,300        | \$67,800        | \$76,250        | \$84,700        | \$91,500        | \$98,300        | \$105,050       | \$111,850       |

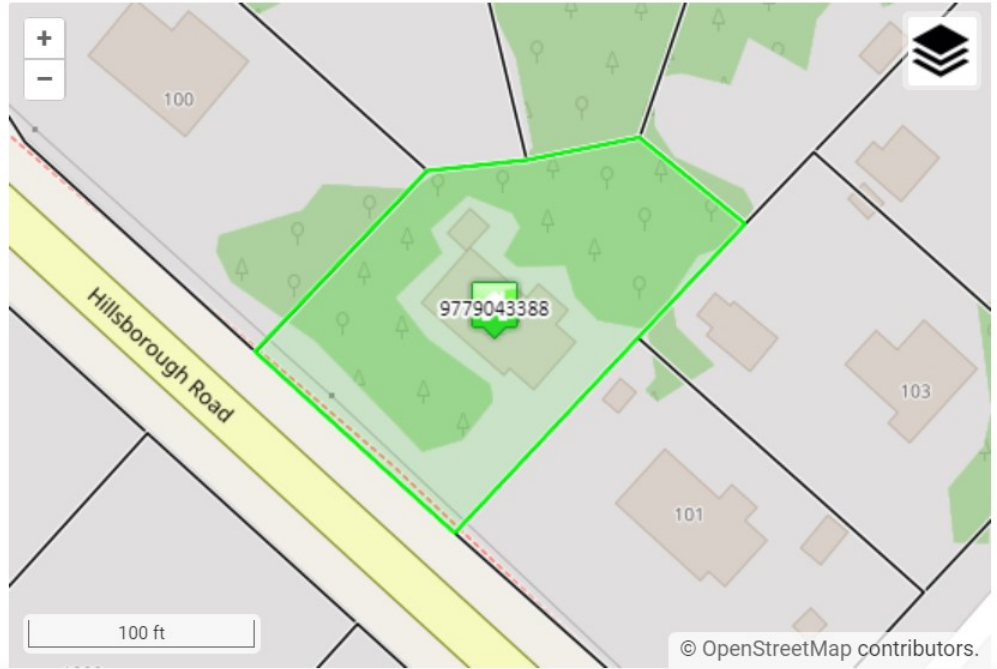
# 1306 HILLSBOROUGH RD

SHAW DOMINIQUE C, LEINBAUGH IAN  
1306 HILLSBOROUGH RD  
CHAPEL HILL NC 27516

\$287,300



Click to enlarge image.





311912

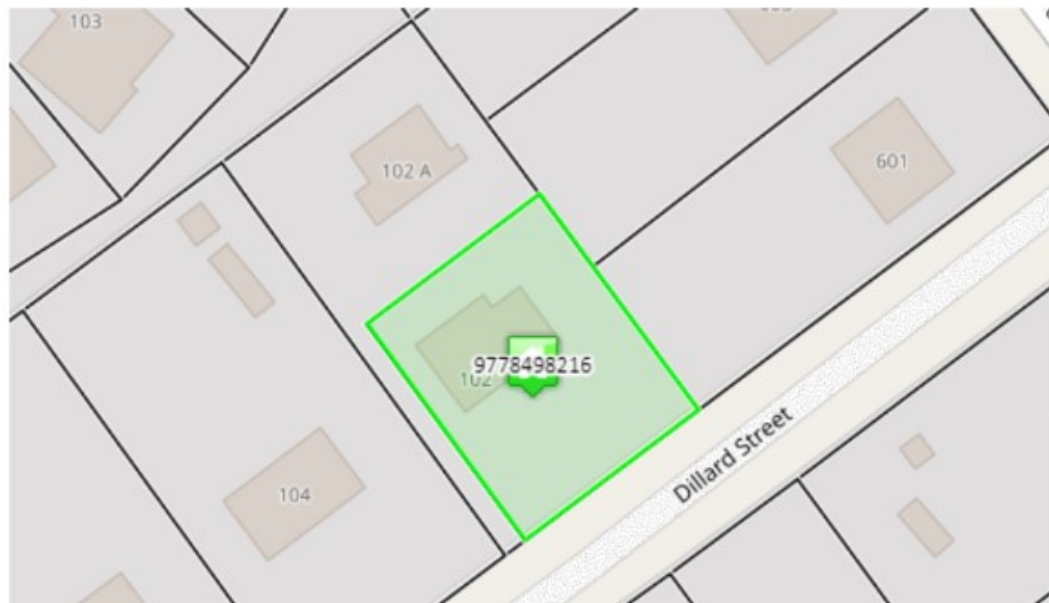
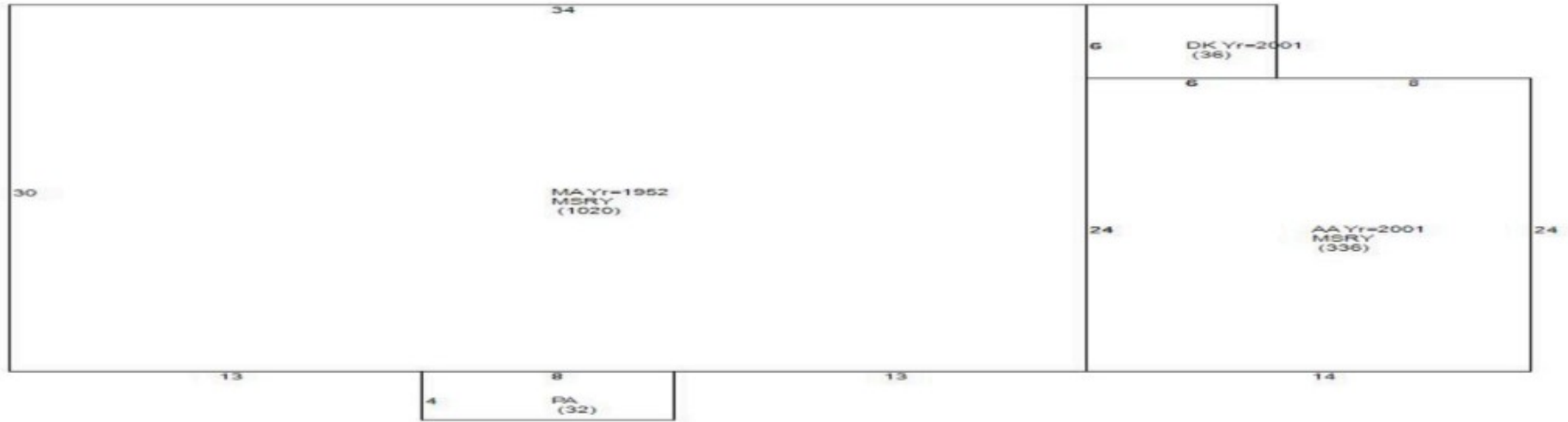
102 DILLARD ST

**JANUARY 1ST OWNER MAILING ADDRESS**

ALSTON SANDERS DIANAH L  
102 B DILLARD ST  
CARRBORO NC 27510

Total Assessed Value

**\$315,500**



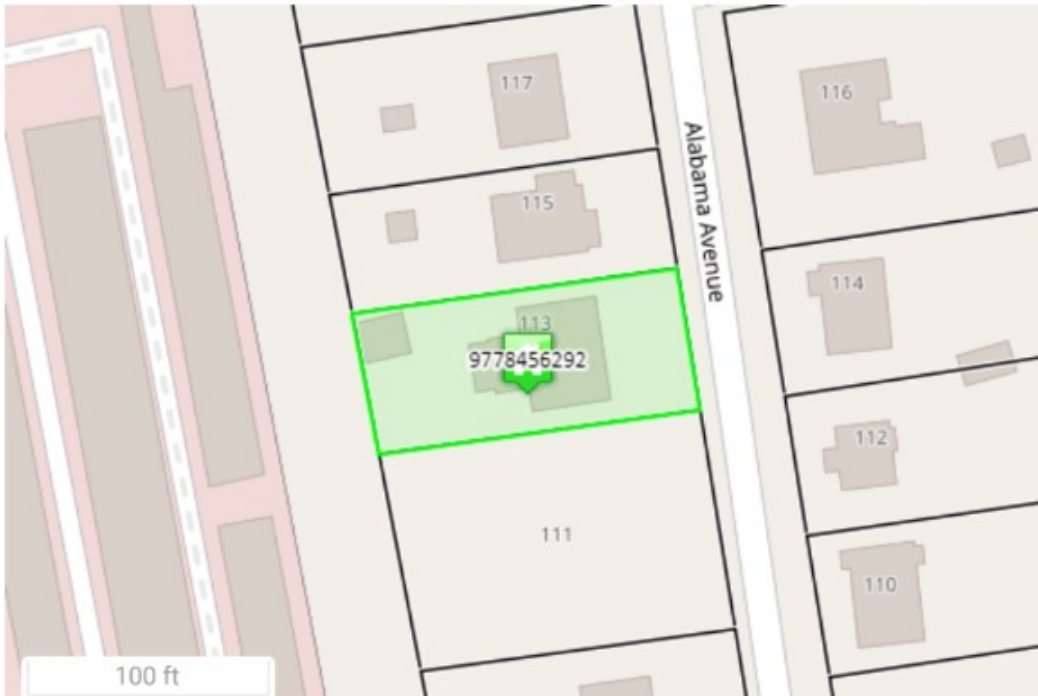
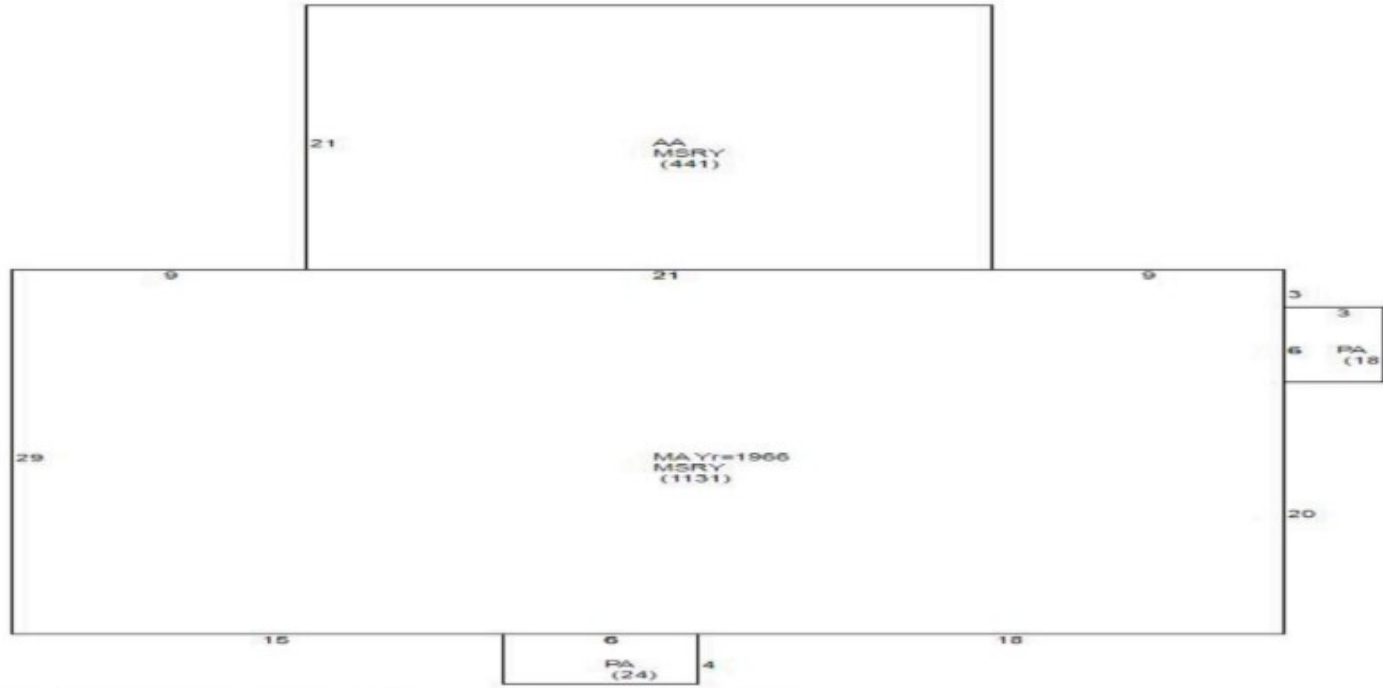
15939

113 ALABAMA AVE

JANUARY 1ST OWNER MAILING ADDRESS

ATWATER JAMES JR  
113 ALABAMA AVE  
CARRBORO NC 27510

Tota



100 ft

81717

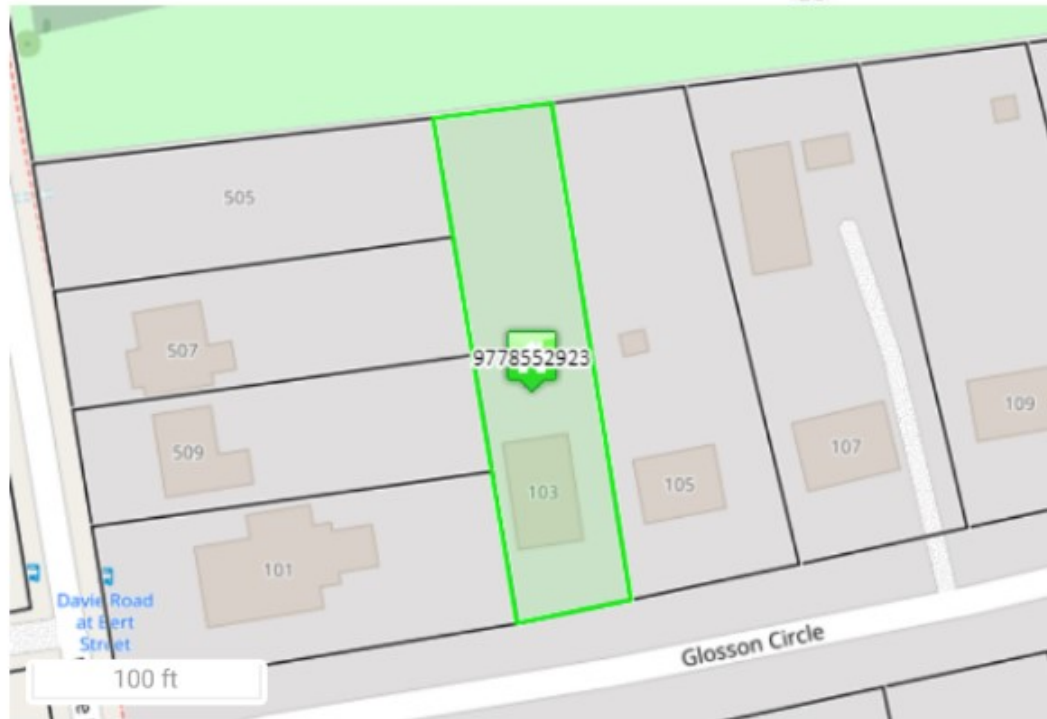
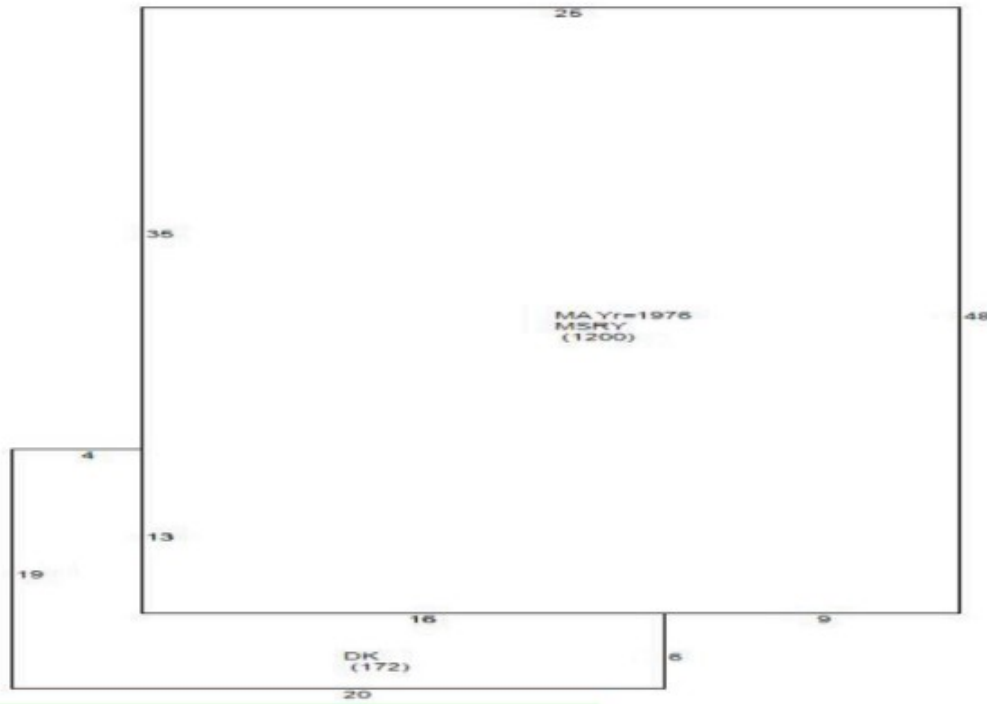
103 GLOSSON CIR

JANUARY 1ST OWNER MAILING ADDRESS

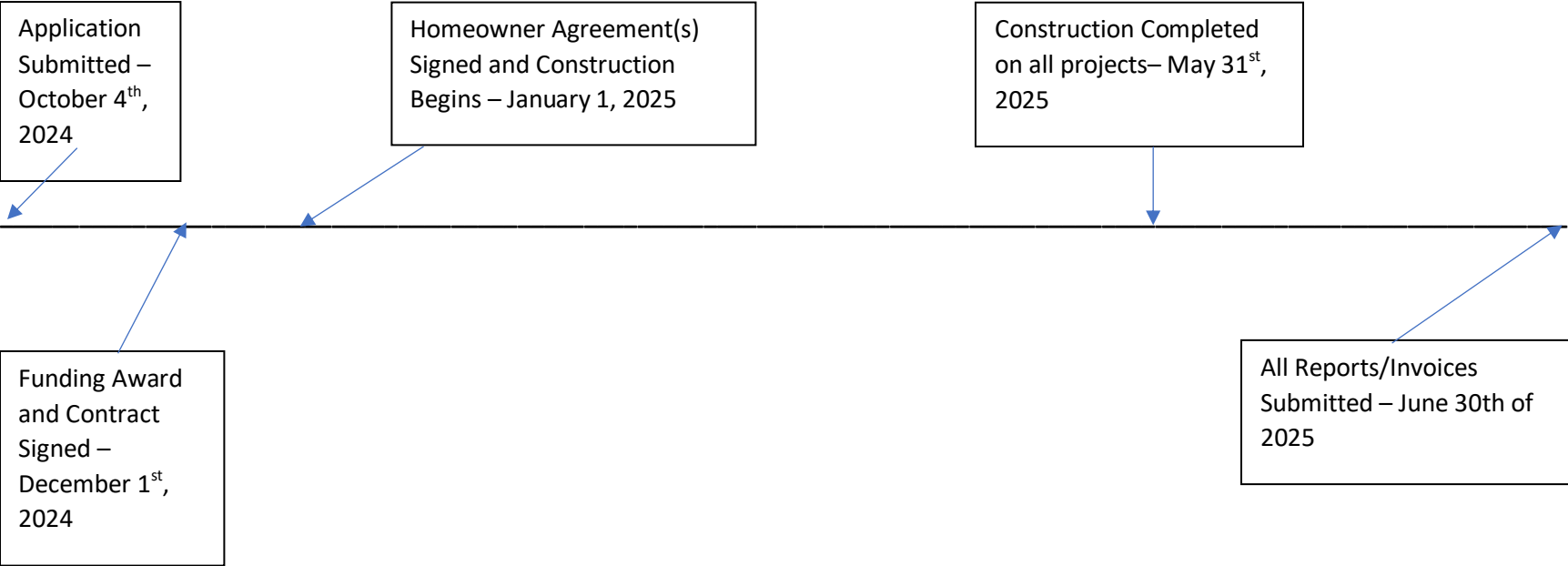
BRITTIAN LARRY A, BRITTIAN PAULA R

8605 WOOD SPRINGS CT

DOUGLASVILLE GA 30135-1684



# Town of Carrboro 2024-2025 AHF Rehab Project Timeline



## RTT WORK SCOPE - 10/4/2024

**102 Dillard Street**

**Project Notes: 1356 sq. ft. one-story frame conventional, 3 bed/ 1 bath house built on a crawl space in 1952. 5/12 shingle, 200 amp DEC service, Dominion gas, city utilities.**

**Area: Exterior**

| Title                              | Trade     | Description   | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|------------------------------------|-----------|---|--|---------------|----------|-------------|-------------|--------------|----------------|
| Roof - Replace Fiberglass Shingles | Roofing   | Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Install 15 lb felt underlayment over the entire roof with manufacturer approved fasteners. Install preformed white aluminum, drip edge, and vent pipe boots. Install ENERGY STAR labeled self-sealing, laminated fiberglass asphalt shingles with a limited lifetime warranty. Replace all flashing, including valleys, with 0.19" aluminum sheet metal. Install step flashing and counter flashing at all wall junctures. Install flashing and roofing shingle style, not relying on sealants for waterproofing. Install shingle-over ridge vent. Color choice by owner. |  | \$ 425.00     | 20       | Squares     | \$ 8,500.00 | RTT          | Carrboro AHF   |
| Window - Replacement               | Carpentry | Replace existing window with vinyl, single hung window. Field measure and install a PVC, 1 over 1, single hung, double glazed, Low E window that meets the ENERGY STAR standards. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Re-trim opening with casing, apron and stool to match existing. Prep for paint.  | Remaining original windows   | \$ 700.00     | 2        | Each        | \$ 1,400.00 | RTT          | Carrboro WX    |
| Deck - Repair                      | Carpentry | Repair or replace damaged or rotted wood as needed including deck boards, joists, posts, and/or railings  | Repair damage to front and back decks, including new deckboards and rails as needed. | \$ 24.00      | 200      | Square Feet | \$ 4,800.00 | RTT          | Carrboro AHF   |
| Gutter - Replace, Aluminum 5"      | Carpentry | Remove existing gutter. Install seamless, 5" K' style .027 aluminum gutter, in white or brown, owner's choice. Install to fascia with 5 in. hidden gutter hangers fastened with screws, such as the Amerimax model 21812, spaced per manufacturer's recommendations.  |  | \$ 14.00      | 100      | Linear Feet | \$ 1,400.00 | RTT          | Carrboro AHF   |

**Area: Interior**

| Title                     | Trade     | Description   | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|---------------------------|-----------|---|--|---------------|----------|-------------|-------------|--------------|----------------|
| Washing Machine - Replace | General   | Install an ENERGY STAR approved washing machine including new plumbing connections. Dispose of old appliance in acceptable landfill location.   | Use GE combo Washer/heat pump dryer to manage limited space. | \$ 2,400.00   | 1        | Each        | \$ 2,400.00 | RTT          | Carrboro WX    |
| Vinyl Plank Flooring      | Carpentry | Install solid vinyl plank flooring, with overlapping self-adhesive strips, such as TrafficMaster Allure. Include metal edge strips at thresholds/door openings, and shoe molding or 4" vinyl base around perimeter. Owner's choice of in-stock color. | Kitchen, Master bedroom, both bathrooms                      | \$ 8.00       | 550      | Square Feet | \$ 4,400.00 | RTT          | Carrboro AHF   |

**Area: HVAC**

| Title                                | Trade      | Description  | Notes | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
|--------------------------------------|------------|--|-------|---------------|----------|-------------|--------------|--------------|----------------|
| Heat Pump w/ Electric Heat - Replace | HVAC       | Use ACCA Manual J residential load calculation tool to calculate the loads and select equipment. Install a 15.3 SEER2 / 7.0 HSPF2 Heat Pump with electric auxiliary heat to existing ductwork. New outdoor unit shall be installed on a pad.   |       | \$ 10,800.00  | 1        | Each        | \$ 10,800.00 | RTT          | Carrboro WX    |
| Ductwork and Air Distribution        | HVAC       | Install low velocity insulated metal or flexible duct work from HVAC equipment to registers. Install an exterior ducted enameled range hood with integral controls and light capable of 100 cfm at 70 sones. Attach hood to cabinet with screws. Include metal vent and roof or wall cap/damper assembly, using #14 copper Romex. Owner's choice of color. |       | \$ 4,500.00   | 1        | Square Feet | \$ 4,500.00  | RTT          | Carrboro WX    |
| Range Hood - Vented                  | Electrical |  |       | \$ 675.00     | 1        | Each        | \$ 675.00    | RTT          | Carrboro AHF   |

**Area: Electrical**

| Title                             | Trade      | Description  | Notes  | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source | Funding Source |
|-----------------------------------|------------|--|--|---------------|----------|------|-------------|--------------|----------------|
| Electrical - Certify Distribution | Electrical | Electrician shall inspect all exposed wiring, motors, fixtures and devices for malfunction, shorts and housing code compliance. Non-functioning and dangerous equipment and wiring shall be replaced with Romex wire, ivory devices and fixtures, with \$20 per fixture allowance. The service panel shall conform to the BOCA Existing Structures code. | Check devices and lighting. Move circuit for water heater. | \$ 2,200.00   | 1        | Each | \$ 2,200.00 | RTT          | Carrboro WX    |

**Area: Plumbing**

| Title | Trade | Description | Notes | Cost Per Unit | Quantity | Unit | Total Cost | Labor Source | Funding Source |
|-------|-------|-------------|-------|---------------|----------|------|------------|--------------|----------------|
|-------|-------|-------------|-------|---------------|----------|------|------------|--------------|----------------|

|                                 |          |   |                    |             |   |      |             |     |              |
|---------------------------------|----------|---|--------------------|-------------|---|------|-------------|-----|--------------|
| Water Heater - Replace Electric | Plumbing | Replace existing water heater with a 40 gallon, high profile, high recovery, 240 volt, R-7 insulated, double element electric water heater with a 6 year warranty. Include a pressure and temperature relief valve, discharge tube, shut-off valve and electric supply.   | Relocate to closet | \$ 2,400.00 | 1 | Each | \$ 2,400.00 | RTT | Carrboro AHF |
| Sink - Kitchen                  | Plumbing | Install a 22 gauge, stainless steel, self rimming kitchen sink including a steel, metal body faucet, rated at 2.0 GPM or less, with a 15 year drip- free warranty, grease trap, supply lines, full port ball type shut-off valves & escutcheon plates on all supply & drain lines. NOTE: All copper is to be soldered (no compression fittings) & all PVC fittings except for the trap glued. |                    | \$ 750.00   | 1 | Each | \$ 750.00   | RTT | Carrboro AHF |

**Area: Bathroom**

| Title                              | Trade    | Description  | Notes     | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source | Funding Source |
|------------------------------------|----------|--|-----------|---------------|----------|------|-------------|--------------|----------------|
| Shower/Tub - Replace Surround Only | Plumbing | Replace existing surround with 3-piece acrylic panel kit. Patch drywall and paint to match. Caulk all joints.  | Hall Bath | \$ 2,100.00   | 1        | Each | \$ 2,100.00 | RTT          | Carrboro AHF   |
| Toilet - Replace ADA               | Plumbing | Install an ADA compliant, maximum 1.28 GPF vitreous china commode, with a seat height between 17 and 19 inches. Include a manufacturer's approved plastic or pressed wood white seat, supply pipe, shut-off valve, and wax seal. Use the rough-in dimension necessary to minimize the clearance between the tank and the wall.   |           | \$ 650.00     | 2        | Each | \$ 1,300.00 | RTT          | Carrboro AHF   |
| Vanity                             | Plumbing | Install a vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with brass bodied stops on all supply lines. Seal all penetration through the floor, walls and cabinet for plumbing connections using expanding foam or caulk and cover with chrome escutcheon plates. | Hall Bath | \$ 850.00     | 1        | Each | \$ 850.00   | RTT          | Carrboro AHF   |
| Rebuild shower valve               | Plumbing | Rebuild shower valve in master bath to address leak  |           | \$ 400.00     | 1        | Each | \$ 400.00   | RTT          | Carrboro AHF   |

**Area: Kitchen**

| Title                | Trade     | Description  | Notes | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|----------------------|-----------|--|-------|---------------|----------|-------------|-------------|--------------|----------------|
| Countertop - Replace | Carpentry | Dispose of existing counter top. Field measure and install specified new countertop. All particleboard and MDF components must comply with California 93120 (formaldehyde content) or all exposed edges must be sealed with a low-VOC sealant. Screw to base cabinet a square edged plastic laminate counter top. Provide end-caps and cutout for sink. Caulk countertop to adjoining walls with low VOC caulking to match wall color. Owner's choice of in-stock color and texture. |       | \$ 75.00      | 10       | Linear Feet | \$ 750.00   | RTT          | Carrboro AHF   |
| Cabinets - Wood Base | Carpentry | Replace base cabinets. Install base cabinet with door stiles of solid oak, birch or ash and matching veneered flush plywood panels. Cabinet face frames shall be solid oak, birch or ash with plywood casing and corner bracing. Drawer boxes shall be made of solid wood or plywood, with solid wood drawer fronts. Install "D" shaped pulls on all doors and drawers even when finger grooves exist.   |       | \$ 225.00     | 10       | Linear Feet | \$ 2,250.00 | RTT          | Carrboro AHF   |
| Cabinets - Wood Wall | Carpentry | Replace wall cabinets. Install new wall cabinets with door stiles of solid oak, birch or ash and matching veneered flush plywood panels. Cabinet face frames shall be solid oak, birch or ash with plywood casing and corner bracing. Install "D" shaped pulls on all doors and drawers even when finger grooves exist.  |       | \$ 190.00     | 10       | Linear Feet | \$ 1,900.00 | RTT          | Carrboro AHF   |

### Area: Weatherization

| Title                     | Trade              | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|---------------------------|--------------------|--|--|---------------|----------|-------------|-------------|--------------|----------------|
| Crawlspace Weatherization | Thermal & Moisture | Install a minimum 20 mil poly vapor barrier on ground in crawl space. Overlap seams in the plastic by 2 feet and seal the seams with fiberglass mesh tape and mastic. All penetrations including but not limited to those created by plumbing, electrical and HVAC equipment will be sealed. Insulate walls of crawl with polyisocyanurate insulation board, and supply conditioned air and drainage as required by building code. | include building permit and foundation drain | \$ 7.00       | 1,356    | Square Feet | \$ 9,492.00 | RTT          | Carrboro WX    |



|                      |                    |  |    |      |       |             |    |          |     |             |
|----------------------|--------------------|--|----|------|-------|-------------|----|----------|-----|-------------|
| Attic Weatherization | Thermal & Moisture | <p>After air sealing install blown in borate treated cellulose insulation loose filled to at least R-38 u-value. Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. Insulate fold down stair with an airtight 2" thick reflective foil faced polyisocyanurate foam box with seams and seal the edges with a compatible foil tape.</p> | \$ | 3.00 | 1,356 | Square Feet | \$ | 3,390.00 | RTT | Carrboro WX |
|----------------------|--------------------|--|----|------|-------|-------------|----|----------|-----|-------------|

|                                     |  |  |  |  |  |  |  |    |           |              |             |
|-------------------------------------|--|--|--|--|--|--|--|----|-----------|--------------|-------------|
| <b>TOTAL ESTIMATED PROJECT COST</b> |  |  |  |  |  |  |  | \$ | 66,297.00 |              |             |
|                                     |  |  |  |  |  |  |  |    |           | Carrboro AHF | \$32,115.00 |
|                                     |  |  |  |  |  |  |  |    |           | Carrboro WX  | \$34,182.00 |

## RTT WORK SCOPE - 10/4/2024

### 113 Alabama Avenue

**Project Notes: 1572 sq. ft. one-story brick conventional, 3 bed/ 1 1/2 bath house built on a crawl space in 1966. 3/12 hip Shingle, 100 Amp DEC service, Dominion Gas service, OWASA utilities.**

#### Area: 0 General Conditions

| Title                | Trade               | Description  | Notes                         | Cost Per Unit | Quantity | Unit      | Total Cost  | Labor Source | Funding Source |
|----------------------|---------------------|--|-------------------------------|---------------|----------|-----------|-------------|--------------|----------------|
| Asbestos - Abatement | Environmental Rehab | Secure & isolate room, provide protective floor coverings when not removing floor tile. Pre-treat surface with wetting agent. Provide worker protection including whole body coveralls, respirators, & decontamination area. Dispose of asbestos in clearly identified disposal drums & HEPA vacuum entire area. | Kitchen, baths and DR floors. | \$ 4,500.00   | 1        | Allowance | \$ 4,500.00 | RTT          | Carrboro AHF   |

#### Area: 1 Site Work

| Title                         | Trade     | Description   | Notes               | Cost Per Unit | Quantity | Unit | Total Cost | Labor Source | Funding Source |
|-------------------------------|-----------|---|---------------------|---------------|----------|------|------------|--------------|----------------|
| Yard Maintenance and Trimming | Site Work | Trim all dead, decaying, damaged and overgrown plants and trees to provide safety and an attractive appearance. Remove all debris and rake clean. | Trim trees off roof | \$ 75.00      | 8        | Hour | \$ 600.00  | RTT          | Carrboro AHF   |

#### Area: 2 Exterior

| Title                              | Trade     | Description   | Notes                                    | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
|------------------------------------|-----------|---|--|---------------|----------|-------------|--------------|--------------|----------------|
| Gutter/Downspout - 5"              | Carpentry | Dispose of original and replace with 5", K Type, seamless, .027 aluminum gutter, downspout, concrete splash blocks and accessories to service entire dwelling. Use screw-in hidden gutter hangers. Install downspouts at each corner and major offsets with straps 3' on center. Color choice by owner.   |  | \$ 16.00      | 130      | Linear Feet | \$ 2,080.00  | RTT          | Carrboro AHF   |
| Window - Replacement               | Carpentry | Replace existing window with vinyl, single hung window. Field measure and install a PVC, 1 over 1, single hung, double glazed, Low E window that meets the ENERGY STAR standards. Include 1/2 screen. Wrap exterior jamb and sill with .027" aluminum coil stock back caulked and nailed 6" on center. Re-trim opening with casing, apron and stool to match existing. Prep for paint.  |  | \$ 625.00     | 17       | Each        | \$ 10,625.00 | RTT          | Carrboro WX    |
| Door - Replace Exterior            | Carpentry | Field measure and install a 6 panel in-swing steel door, including new brickmold, jamb and interior casing. Supply and install lockset with deadbolt color-matched to other locksets in home. Caulk all seams and paint trim to match existing trim. Ensure keys are delivered to owner on same day as installed.   | 1/4 lite, 32" LH exterior door - kitchen | \$ 900.00     | 1        | Each        | \$ 900.00    | RTT          | Carrboro WX    |
| Roof - Replace Fiberglass Shingles | Roofing   | Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Install 15 lb felt underlayment over the entire roof with manufacturer approved fasteners. Install preformed white aluminum, drip edge, and vent pipe boots. Install ENERGY STAR labeled self-sealing, laminated fiberglass asphalt shingles with a limited lifetime warranty. Replace all flashing, including valleys, with 0.19" aluminum sheet metal. Install step flashing and counter flashing at all wall junctures. Install flashing and roofing shingle style, not relying on sealants for waterproofing. Install shingle-over ridge vent. Color choice by owner. |  | \$ 425.00     | 23       | Squares     | \$ 9,775.00  | RTT          | Carrboro AHF   |

#### Area: 3 Interior

| Title                    | Trade     | Description   | Notes                        | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|--------------------------|-----------|---|------------------------------|---------------|----------|-------------|-------------|--------------|----------------|
| Carpet and Pad - Removal | Carpentry | Remove carpet, pad, metal edge strips and tack strips to a recycling center if available. If recycling is not possible remove to a code legal dump.   | Den and 1/2 bath             | \$ 200.00     | 2        | Room        | \$ 400.00   | RTT          | Carrboro AHF   |
| Vinyl Plank Flooring     | Carpentry | Install solid vinyl plank flooring with 12 mil wear layer. Include metal edge strips at thresholds/door openings, and shoe molding or 4" vinyl base around perimeter. Owner's choice of in-stock color. | Kitchen, DR, Den, both baths | \$ 8.00       | 600      | Square Feet | \$ 4,800.00 | RTT          | Carrboro AHF   |

#### Area: 4 HVAC

| Title | Trade | Description | Notes | Cost Per Unit | Quantity | Unit | Total Cost | Labor Source | Funding Source |
|-------|-------|-------------|-------|---------------|----------|------|------------|--------------|----------------|
|-------|-------|-------------|-------|---------------|----------|------|------------|--------------|----------------|

|                                     |                    |  |  |               |          |             |              |              |                |
|-------------------------------------|--------------------|--|--|---------------|----------|-------------|--------------|--------------|----------------|
| Bath Fan - Install                  | Electrical         | Install an Energy Star ceiling or through-the-wall, exterior ducted, vent fan with damper, and chrome faceplate capable of 60CFM at 60 sones. Include power and switch wiring using #14 copper Romex. Repair any tear out.   | Both baths   | \$ 600.00     | 2        | Each        | \$ 1,200.00  | RTT          | Carrboro WX    |
| <b>Area: 5 Electrical</b>           |                    |  |  |               |          |             |              |              |                |
| Title                               | Trade              | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
| Electrical - Certify Distribution   | Electrical         | Electrician shall inspect all exposed wiring, motors, fixtures and devices for malfunction, shorts and housing code compliance. Non-functioning and dangerous equipment and wiring shall be replaced with Romex wire, ivory devices and fixtures, with \$20 per fixture allowance. The service panel shall conform to the BOCA Existing Structures code.   |  | \$ 1,500.00   | 1        | Each        | \$ 1,500.00  | RTT          | Carrboro AHF   |
| Recptacle - GFCI Install            | Electrical         | Install a new GFCI receptacle and required distribution with an appropriate box. Receptacle and cover plate to match existing. GCI shall be tamper-resistant and conforming with UL 943 standard including the required self-test (auto-monitoring) function. Patch any tear out.  | Kitchen, both baths  | \$ 245.00     | 3        | Each        | \$ 735.00    | RTT          | Carrboro AHF   |
| <b>Area: 7 Bathroom</b>             |                    |  |  |               |          |             |              |              |                |
| Title                               | Trade              | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
| Vanity                              | Plumbing           | Install a vanity; including top with backsplash, wash bowl and single lever brass bodied chrome faucet with a maximum 1.5 GPM flow rate. Include PVC drain attached to a code legal plumbing vent, use type L copper or PEX supply piping with Install a maximum 1.28 GPF vitreous china commode, with a minimum rim height of 16 1/2 inches. Include a manufacturer's approved plastic or pressed wood white seat, supply pipe, shut-off valve, and wax seal. Use the rough-in dimension necessary to minimize the clearance between the tank and the wall. |  | \$ 850.00     | 2        | Each        | \$ 1,700.00  | RTT          | Carrboro AHF   |
| Toilet - Replace                    | Plumbing           |  | Use existing fixtures, just reset with new supply line and wax seal after flooring work. | \$ 375.00     | 2        | Each        | \$ 750.00    | RTT          | Carrboro AHF   |
| <b>Area: 8 Kitchen</b>              |                    |  |  |               |          |             |              |              |                |
| Title                               | Trade              | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
| Refrigerator - Replace              | General            | Install an ENERGY STAR approved 2 door, top freezer, frost free refrigerator with at least 21 cubic feet. Dispose of old refrigerator in appropriate landfill.   |  | \$ 1,800.00   | 1        | Each        | \$ 1,800.00  | RTT          | Carrboro WX    |
| Electric cooktop                    | General            | Repair cooktop, replace only if repair is not feasible.  |  | \$ 600.00     | 1        | Each        | \$ 600.00    | RTT          | Carrboro WX    |
| <b>Area: 9 Weatherization</b>       |                    |  |  |               |          |             |              |              |                |
| Title                               | Trade              | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source |
| Attic Weatherization                | Thermal & Moisture | After air sealing install blown in borate treated cellulose insulation loose filled to at least R-38 u-value. Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. Insulate fold down stair with an airtight 2" thick reflective foil faced polyisocyanurate foam box with seams and seal the edges with a compatible foil tape.  |  | \$ 3.00       | 1,572    | Square Feet | \$ 4,716.00  | RTT          | Carrboro WX    |
| Crawlspace Weatherization           | Thermal & Moisture | Install a minimum 20 mil poly vapor barrier on ground in crawl space. Overlap seams in the plastic by 2 feet and seal the seams with fiberglass mesh tape and mastic. All penetrations including but not limited to those created by plumbing, electrical and HVAC equipment will be sealed. Insulate walls of crawl with polyisocyanurate insulation board, and supply conditioned air and drainage as  |  | \$ 5.00       | 1,572    | Square Feet | \$ 7,860.00  | RTT          | Carrboro WX    |
| Door - Crawlspace Access            | Carpentry          | Install a 3/4" CDX plywood access door in a 2"x 4" preservative treated frame. Provide galvanized iron hinges and hasp.  |  | \$ 400.00     | 1        | Each        | \$ 400.00    | RTT          | Carrboro WX    |
| <b>TOTAL ESTIMATED PROJECT COST</b> |                    |  |  |               |          |             | \$ 54,941.00 |              |                |
|                                     |                    |  |  |               |          |             | Carrboro WX  | \$ 28,101.00 |                |
|                                     |                    |  |  |               |          |             | Carrboro AHF | \$ 26,840.00 |                |

**RTT WORK SCOPE - 10/4/2024**

**103 Glosson Circle**

**Project Notes: 1200 sq. ft. one-story frame conventional, 3 bed/ 1 bath house built on a crawl space in 1976. 4/12 Shingle, 200 and DEC service, Dominion Gas, OWASA utilities.**

**Area: 1 Site Work**

| Title                         | Trade     | Description   | Notes                        | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source | Funding Source |
|-------------------------------|-----------|---|------------------------------|---------------|----------|------|-------------|--------------|----------------|
| Yard Maintenance and Trimming | Site Work | Trim all dead, decaying, damaged and overgrown plants and trees to provide safety and an attractive appearance. Remove all debris and rake clean. | Trim bushes/ trees off house | \$ 75.00      | 4        | Hour | \$ 300.00   | RTT          | Carrboro AHF   |
| Crawspace Drain and Sump Pump | Plumbing  | Install positive crawspace drain and sump pump.   |                              | \$ 3,500.00   | 1        | Each | \$ 3,500.00 | RTT          | Carrboro WX    |

**Area: 2 Exterior**

| Title         | Trade     | Description  | Notes  | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source                           |
|---------------|-----------|--|--|---------------|----------|-------------|-------------|--------------|--|
| Siding T-1-11 | Carpentry | Install rough sawn fir, 3/8" thick, factory stained, T1-11 siding sheets, 1"x 3" trim at corners. Use lap flashing on horizontal seams. Flash or install silicone caulking along entire top edge, and under windows or other openings. | Minor siding repairs around deck, check and repair framing as needed. Touch up with matched paint. | \$ 3,000.00   | 1        | Each        | \$ 3,000.00 | RTT          | DEC HHF - \$2500 / Carrboro AHF - \$500  |
| Deck - Repair | Carpentry | Evaluate deck and repair as needed for safety, including new deck boards and rails. Inspect and supplement framing to meet intent of current building code.  | 8x40, front and side.  | \$ 18.00      | 500      | Square Feet | \$ 9,000.00 | RTT          | DEC HHF - \$2500 / Carrboro AHF - \$6500 |

**Area: 4 HVAC**

| Title                           | Trade | Description  | Notes   | Cost Per Unit | Quantity | Unit | Total Cost   | Labor Source | Funding Source                          |
|---------------------------------|-------|--|---|---------------|----------|------|--------------|--------------|---|
| Heat Pump w/ Gas Heat - Replace | HVAC  | Use the ACCA Manual J calculation tool to calculate loads and make equipment selections. Install a complete forced air system with a heat pump rated at a minimum of 15.2 SEER for cooling and a natural gas fired backup burner with minimum AFUE rating of 92% or higher on 2" patio block. New furnace to be vented with PVC piping per | Explore if owner will convert to Heat pump, existing gas furnace. | \$ 10,000.00  | 1        | Each | \$ 10,000.00 | RTT          | DEC HHF - \$4000 / Carrboro WX - \$6000 |
| Ductwork and Air Distribution   | HVAC  | Install low velocity insulated metal or flexible duct work from HVAC equipment to registers.   | Full replacement  | \$ 4,000.00   | 1        | Each | \$ 4,000.00  | RTT          | Carrboro WX                             |

**Area: 9 Weatherization**

| Title                    | Trade              | Description   | Notes                    | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source                         |
|--------------------------|--------------------|---|--------------------------|---------------|----------|-------------|-------------|--------------|--|
| Crawspace Weatherization | Thermal & Moisture | Install a minimum 20 mil poly vapor barrier on ground in craw space. Overlap seams in the plastic by 2 feet and seal the seams with fiberglass mesh tape and mastic. All penetrations including but not limited to those created by plumbing, electrical and HVAC equipment will be sealed. Insulate walls of crawl with polyisocyanurate insulation board, and supply conditioned air and drainage as required by building code. | Encapsulate if possible. | \$ 5.00       | 1,200    | Square Feet | \$ 6,000.00 | RTT          | DEC WX - \$1500 / Carrboro WX - \$4500 |
| Door - Crawspace Access  | Carpentry          | Install a 3/4" CDX plywood access door in a 2"x 4" preservative treated frame. Provide galvanized iron hinges and hasp.   |                          | \$ 400.00     | 1        | Each        | \$ 400.00   | RTT          | Carrboro WX                            |
| Attic Weatherization     | Thermal & Moisture | After air sealing install blown in borate treated cellulose insulation loose filled to at least R-38 u-value. Maintain ventilation routes from soffit and other vents with baffles. Replace all material removed or cut to gain access to match existing materials. Insulate fold down stair with an airtight 2" thick reflective foil faced polyisocyanurate foam box with seams and seal the edges with a compatible foil tape. |                          | \$ 3.00       | 1,200    | Square Feet | \$ 3,600.00 | RTT          | DEC WX - \$1500 / Carrboro WX - \$2100 |

**TOTAL ESTIMATED PROJECT COST**

|                 |    |           |
|-----------------|----|-----------|
|                 | \$ | 39,800.00 |
| Duke Energy HHF | \$ | 12,000.00 |
| Carrboro WX     | \$ | 20,500.00 |
| Carrboro AHF    | \$ | 7,300.00  |

**RTT WORK SCOPE - 9/29/2024**

**1306 Hillsborough Road**

**Project Notes: 1525 sq. ft. one-story brick conventional, 3 bed/2 bath house built on a crawl space in 1976. 5/12 shingle, 200 amp DEC service, Dominion Gas, OWASA utilities. Push to FI for Carrboro AHF/WX, DEC HHF/WX.**

**Area: 0 General Conditions**

| Title                            | Trade               | Description   | Notes   | Cost Per Unit | Quantity | Unit | Total Cost | Labor Source | Funding Source |
|----------------------------------|---------------------|---|---|---------------|----------|------|------------|--------------|----------------|
| Lead - Laws, Rules & Regulations | Environmental Rehab | The execution of this work shall comply with all applicable federal, state and local laws, rules, regulations and guidelines for lead dust environments, including but not limited to: 29 CFR 1926.62 - Lead Construction Standard; 29 CFR 1910.1200 - Hazard Communication Standard; 40 CFR Part 745 - Lead-Based Paint Poisoning Prevention in Certain Residential Structures (EPA Regulations); 24 CFR Part 35 - HUD's Lead Safe Housing Rule. | Test for lead before starting work and implement recommendations from resulting report. | \$ 400.00     | 1        | Each | \$ 400.00  | El Group     | Carrboro AHF   |

**Area: 1 Site Work**

| Title                           | Trade | Description   | Notes | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source   | Funding Source |
|---------------------------------|-------|---|-------|---------------|----------|------|-------------|----------------|----------------|
| Site Work - Front drain/walkway |       | Demo sidewalk, install drain (incorporating downspouts), and install crushed stone walkway from driveway to front door. |       | \$ 4,000.00   | 1        | Each | \$ 4,000.00 | BC Landscaping | Carrboro AHF   |

**Area: 2 Exterior**

| Title                              | Trade     | Description   | Notes   | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source | Funding Source               |
|------------------------------------|-----------|---|---|---------------|----------|-------------|--------------|--------------|------------------------------|
| Door - Repair Exterior             | Carpentry | Plane, sand, adjust and/or repair exterior door and jamb to assure weatheright, smoothly operating door and lock set.   | Front door is stuck   | \$ 300.00     | 1        | Each        | \$ 300.00    | TBD          | Carrboro WX                  |
| Roof - Replace Fiberglass Shingles | Roofing   | Remove and dispose of all roofing & defective sheathing. Cut a 1" wide vent at ridge board. Replace up to 5 sf of sheathing per 100 sf of roof using pine board or CDX plywood of matching thickness. Install 15 lb felt underlayment over the entire roof with manufacturer approved fasteners. Install preformed white aluminum, drip edge, and vent pipe | Full replacement  | \$ 425.00     | 26       | Squares     | \$ 11,050.00 | TBD          | DEC HHF \$2500 / Carrboro WX |
| Gutter/Downspout - 5"              | Carpentry | Dispose of original and replace with 5", K Type, seamless, .027 aluminum gutter, downspout, concrete splash blocks and accessories to service entire dwelling. Use screw-in hidden gutter hangers. Install downspouts at each corner and major offsets with straps 3' on center. Color choice by owner.   | Replace front gutter and re-organize downspouts. Make sure back runs are working properly | \$ 14.00      | 80       | Linear Feet | \$ 1,120.00  | TBD          | Carrboro WX                  |

**Area: 3 Interior**

| Title                        | Trade     | Description  | Notes   | Cost Per Unit | Quantity | Unit        | Total Cost  | Labor Source | Funding Source |
|------------------------------|-----------|--|---|---------------|----------|-------------|-------------|--------------|----------------|
| Subfloor - Structural Repair | Carpentry | Inspect and replace any damaged floor framing. Remove or add sister joists to floor framing as needed. Evaluate and reinforce piers as needed. Install 3/4" tongue and groove plywood, glued and nailed 6" on center.                | Floors are soft and sagging - evaluate and support once crawlspace is cleared. Ensure structure has adequate support. Work from below floor, do not disturb floors above. | \$ 10.00      | 640      | Square Feet | \$ 6,400.00 | TBD          | Carrboro AHF   |
| Drywall - Patch, Large       | Drywall   | Cut back defective gypsum to expose half of the studs on each side of the hole. Cut and tightly fit drywall patch. Glue and nail or screw patch. Apply tape and 3 coats of compound feathered out at least 8". Sand ready for paint. | Minor repairs in bathroom, check other rooms as needed. Do not repair back porch, damage likely to reoccur.   | \$ 16.00      | 96       | Square Feet | \$ 1,536.00 | TBD          | Carrboro AHF   |

**Area: 4 HVAC**

| Title                                | Trade      | Description  | Notes   | Cost Per Unit | Quantity | Unit        | Total Cost   | Labor Source  | Funding Source                 |
|--------------------------------------|------------|--|---|---------------|----------|-------------|--------------|---------------|--------------------------------|
| Heat Pump w/ Electric Heat - Replace | HVAC       | Use ACCIA Manual J residential load calculation tool to calculate the loads and select equipment. Install a 15.3 SEER2 / 7.0 HSPF2 Heat Pump with electric auxiliary heat to existing ductwork. New outdoor unit shall be installed on a pad. Install a programmable thermostat with daily setbacks and holds. Program the thermostat to the times requested by the occupant, and demonstrate the functions to the owner. Insure that the system ductwork is capable of handling 400 cfm | Existing heat is space heaters, unit was installed in 2005, but has been out for several years. | \$ 10,800.00  | 1        | Each        | \$ 10,800.00 | Boer Brothers | DEP HHF / DEP WX / Carrboro WX |
| Ductwork and Air Distribution        | HVAC       | Install low velocity insulated metal or flexible duct work from HVAC equipment to registers.   | Evaluate and replace if needed  | \$ 4,500.00   | 1        | Square Feet | \$ 4,500.00  | Boer Brothers | Carrboro WX                    |
| Bath Fan - Replace                   | Electrical | Install an Energy Star ceiling or through-the-wall, exterior ducted, vent fan with damper, and chrome faceplate capable of 60CFM at 60 sones. Connect to existing wiring. Repair any tear out.   | Hall bath   | \$ 400.00     | 1        | Each        | \$ 400.00    | Boer Brothers | Carrboro WX                    |

**Area: 5 Electrical**

| Title                             | Trade      | Description  | Notes   | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source | Funding Source |
|-----------------------------------|------------|--|---|---------------|----------|------|-------------|--------------|----------------|
| Electrical - Certify Distribution | Electrical | Electrician shall inspect all exposed wiring, motors, fixtures and devices for malfunction, shorts and housing code compliance. Non-functioning and dangerous equipment and wiring shall be replaced with Romex wire, ivory devices and fixtures, with \$20 per fixture allowance. The service panel shall conform to the BOCA Existing Structures code. | Check system for safety, install circuits as needed in crawlspace for encapsulation | \$ 1,200.00   | 1        | Each | \$ 1,200.00 | Porters      | Carrboro AHF   |

**Area: 9 Weatherization**

| Title                                     | Trade              | Description   | Notes                       | Cost Per Unit | Quantity | Unit | Total Cost  | Labor Source      | Funding Source                                      |
|---|--------------------|---|-----------------------------|---------------|----------|------|-------------|-------------------|---|
| Crawlspace Weatherization - Encapsulation | Thermal & Moisture | Install a minimum 6 mil poly vapor barrier on ground in crawl space. Overlap seams in the plastic by 2 feet and seal the seams with fiberglass mesh tape and mastic. All penetrations including but not limited to those created by plumbing, electrical and HVAC equipment will be sealed tight. Install a minimum of R-19 faced batt insulation between joists at floor level with hangers every 24". | Clear crawl and encapsulate | \$ 7,000.00   | 1        | Each | \$ 7,000.00 | Crawlspace Doctor | DEC HHF \$2500 / DEC WX \$1000 / Carrboro WX \$3500 |

**TOTAL ESTIMATED PROJECT COST**

\$48,706.00  
\$ 6,294.00

**APPROVED PROJECT BUDGET: \$55,000**

**AHF =13136**

WX-28170

Other = 6000