

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FINANCIAL ASSISTANCE**

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May 2, 2023

Amended November 9, 2023

MEMORANDUM FOR: INTERESTED PARTIES

FROM: Jennifer Seeger, Deputy Director
Division of State Financial Assistance

SUBJECT: NOTICE OF FUNDING AVAILABILITY - Manufactured Housing Opportunity and Revitalization (MORE) Program

The California Department of Housing and Community Development (Department) is pleased to announce this Notice of Funding Availability (NOFA) for approximately \$136,250,000 million in funds for the Manufactured Housing Opportunity and Revitalization (MORE) Program.

The MORE Program provides funding for the following activities:

- Forgivable Loans primarily to Local Public Entities, Resident Organizations, and Qualified Nonprofit Housing Sponsors for Acquisition, Conversion, Rehabilitation, Reconstruction and Replacement of Mobilehome Parks as well as individual Mobilehomes.
- Forgivable Loans to Private Mobilehome Park Owners meeting specific criteria as outlined in the Program guidelines.

Applications for this funding will be accepted beginning June 30, 2023 through June 30, 2024, or until all funds have been awarded. Eligible applications that are complete will be reviewed and funded in the order in which they are received, otherwise known as an over-the-counter process.

Application materials must be submitted electronically via the application portal no later than 4:00 P.M. Pacific Standard Time on June 30, 2024. The Department will no longer accept hardcopy submittal; personal deliveries, facsimiles or walk-in application packages will not be accepted.

The [MORE Program webpage](#) contains the Program guidelines, regulations, application, and all application requirements. To receive information regarding upcoming Program NOFA workshops, please subscribe to our MORE Program listserv at <https://www.hcd.ca.gov/contact-us/email-signup>. If you have further questions, please contact MORE@hcd.ca.gov

**Manufactured Housing Opportunity and Revitalization
(MORE) Program
2023-2024 Notice of Funding Availability**



**Gavin Newsom, Governor
State of California**

**Tad Egawa, Acting Secretary
Business, Consumer Services and Housing Agency**

**Gustavo Velasquez, Director
California Department of Housing and Community
Development**

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I. Overview

A. Notice of Funding Availability

Funding for this Program is available from the Mobilehome Park Rehabilitation and Purchase Fund pursuant to [California Health and Safety Code \(HSC\) §50782](#).

MORE funds are provided as Forgivable Loans for a wide range of Activities directed towards preserving Mobilehomes as a significant source of Affordable homeownership in California. Eligible MORE Activities are intended to improve the health and safety conditions of Mobilehome Parks and individual Mobilehomes to the benefit of Low-Income Households.

All applications will be reviewed for completeness and compliance with the NOFA and guidelines requirements on a first come first served basis, otherwise known as an over-the-counter (OTC) process. Only complete and compliant applications will be eligible for approval, and potential funding. Eligible applications will be evaluated for funding pursuant to the Department's Program priorities, as detailed in this NOFA.

B. Timeline

NOFA Release	May 2, 2023
Application Due Date	June 30, 2023- June 30, 2024 or until all funds have been awarded
Award Announcement	Ongoing. A round of applications that are determined to be eligible and complete will be taken to the Department's Internal Loan Committee (ILC) for approval throughout the open NOFA period or until all funds are awarded

C. What's New in this NOFA

The MORE Program was created to replace the Department's Mobilehome Park Rehabilitation and Resident Ownership Program (MPRRP) and expand the eligible use of funds.

1. Additional Activities are now eligible for Program funding. These Activities are:

Department of Housing and Community Development

- a. Remediation of health and safety deficiencies for both Mobilehome Parks and individual Mobilehomes; and
 - b. Acquisition and Replacement of individual Mobilehomes.
2. Under certain circumstances, the type of eligible Applicants has been expanded to include Private Mobilehome Park Owners pursuant to §301.1(d) of the guidelines;
 - a. Pursuant to HSC §50783(b)(1), \$25 million of the available funds may be awarded to Private Mobilehome Park Owners.
 3. Geographic and Activity targets have been established.
 4. A pre-application technical assistance meeting with Department staff will be required to assist interested Applicants in the development of a successful application.

D. Authorizing Legislation and Regulations (Regulatory Authority)

Funding under this NOFA is made available pursuant to [Chapter 11 \(commencing with §50780\) of Part 2 of Division 31 of the Health of Safety Code \(HSC\)](#). **This NOFA should be read in conjunction with following:**

- [HSC §50780-§50787](#);
- [MORE guidelines](#); and
- Appendix A of the MORE guidelines.

The Department reserves the right, at its sole discretion, to suspend, amend, and/or supplement the provisions of this NOFA from time to time. If such action occurs, the Department will notify interested parties through the Department's MORE listserv.

E. Definitions

All capitalized terms shall be interpreted in accordance with the meaning of the terms described in Appendix A of the MORE guidelines located on the Department's MORE webpage.

F. Funding Targets, Geographic Distribution of Funds and Funding Priorities

1. Of the approximately \$136,250,000 million available in this NOFA, geographic funding targets and priorities are distributed as follows:
 - a. To the extent there are eligible applications, the Department shall target 10 percent (10%) of available funds, approximately \$13.6 million, for Tribal Entities as defined by Appendix A of the guidelines. If there are an insufficient number of eligible applications by the application due date to meet the \$13.6 million target, any remaining funds may be applied to the general pool of Applicants.
 - b. To the extent that there are eligible applications, the Department shall target 20 percent (20%) of available funds, or approximately \$27 million, for Rural jurisdictions. If there are an insufficient number of eligible applications by the application due date to meet the \$27 million target, any remaining funds may be applied to the general pool of Applicants.
 - c. The Department shall strive for geographic equity between Southern and Northern California, meaning 30 percent (30%). Approximately \$40 million will be held for each of the below-defined Northern or Southern regions for the first six (6) months of the application period.
 - d. After the first six months of the application period, if there are an insufficient number of eligible applications in either the Northern or the Southern region to meet the \$40 million target, any remaining funds may be applied to eligible Applicants in other geographic areas.
 - e. For the purpose of geographic distribution:
 - i. Targets are based on the number of permitted Mobilehome Parks located in Southern and Northern California.
 - ii. Rural is defined to be consistent with the definition used by TCAC for the tax credit program. A list of Rural areas, as well as the methodology to determine Rural or non-rural status, can be found on TCAC's website or by clicking this link:
<https://www.treasurer.ca.gov/ctcac/2022/rural-status.pdf>

Northern	Non-rural areas of the following counties: Alameda, Butte, Contra Costa, El Dorado, Fresno, Kings, Madera, Marin, Merced, Monterey, Napa, Placer, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Solano, Sonoma, Stanislaus, Sutter, Tulare, Yolo, Yuba
Southern	Non-rural areas of the following counties: Imperial, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura
Rural	Rural areas as defined by statute, including but not limited to the following 100 percent rural counties: Alpine, Amador, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Sierra, Siskiyou, Tehama, Trinity, Tuolumne

2. Of the approximately \$136 million available in this NOFA, policy priorities and statutory requirements are implemented through the following funding targets:
 - a. \$33.5 million for the following three types of activities
 - i. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement of Mobilehome Parks; or
 - ii. Activities specific to Resident Individual Mobilehome Rehabilitation or Replacement; or
 - iii. Activities specific to Mobilehome Park Replacement for Disaster Response.
 - iv. Per [HSC Section 50783](#), Private Mobilehome Park Owners are not eligible Applicants for this \$33.5 million funding target.
 - b. \$25 million for Activities specific to Remediation of Mobilehome Parks to correct Mobilehome Park Act deficiencies or violations.
 - i. Private Mobilehome Park Owners, as well as nonprofit organizations, public entities, and resident associations are eligible for this activity.
3. Funds shall be prioritized for applications with the greatest impact on the health and safety of very low-income residents earning 0-50 percent AMI.

For the first one-hundred twenty (120) days of the application period, 80 percent (80%) of funds available in this NOFA, or \$52 million, may be targeted for Mobilehome Parks and Individual Mobilehomes, including either Local Projects or Local Programs that meet both of the below criteria 3.a. and 3.b. Funding under this category may be awarded at the Department's discretion under either category described above in 2.a and 2.b above, which are further described in Sections II and III of this NOFA and in Article III and IV of the guidelines. During the final 60-day window of application review prior to complete expenditure of funds under the NOFA, to the extent that application requests exceed total funds available, awards shall be prioritized using the same criteria.

- a. Applications for Parks and for Programs serving Individual Mobilehomes where residents are impacted by multiple Health and Safety Codes, or Title 25 California Code of Regulations violations as cited that remain uncorrected and are classified as:
 - i. Imminent hazards representing a risk to life, health, or safety; or
 - ii. Unreasonable risk to life, health, or safety.
- b. Remediation of the violations will accrue primarily for the benefit of Very-Low-Income Residents earning 0-50 percent AMI.
- c. Eligible applications received during the initial 120-day period that do not meet the criteria may be held by the Department and considered for funding after the initial 120-day period.

G. Affordability Restrictions

Affordability Restrictions vary depending on the type of Activity funded. Affordability Restrictions may be located in the Program guidelines as follows:

- §300.10 Mobilehome Park Acquisition, Conversion, Rehabilitation and Reconstruction, or Replacement
- §301.6 Remediation of Mobilehome Park Health and Safety Deficiencies or Violations
- §302.7 Mobilehome Park Replacement for Disaster Response

H. Threshold

A project is not eligible for an award unless it meets all of the threshold requirements of the Program pursuant to §203 of the guidelines.

I. Administrative Costs

1. General administrative activities. Such costs for administration include:
2. Salaries, wages, and related costs of the Recipient's staff engaged in Activities associated with the Local Program, including general management, general legal services, accounting, and auditing;
3. Travel costs incurred in carrying out the general management of the Local Program;
4. Administrative services performed under third-party contracts, including contracts for such services as general legal services, accounting services, and audit services;
5. Other costs for goods and services related to the general management of the Local Program, including rental and maintenance of office space, insurance, utilities, office supplies, and rental or purchase of office equipment.
6. Costs incurred in providing information and resources to Residents, and to organizations working with the Recipient on the planning, implementation, or assessment of the Local Program.

II. Program Requirements For Activities Specific to Mobilehome Parks

To be eligible for award pursuant to this subsection, an Applicant must meet all of the requirements for the Activity being funded detailed in Article III of the

Program guidelines. The Department recommends Applicants thoroughly read the guidelines in conjunction with this NOFA.

A. Mobilehome Park Acquisition, Conversion, Rehabilitation and Reconstruction, or Replacement

1. Eligible Applicant

In addition to meeting the requirements of §200 of the guidelines, an eligible Applicant must be one of the following:

a. Resident Organization

- i. Pursuant to [HSC §50786\(f\)](#) Resident Organization Applicants shall be prioritized for funding, meaning any eligible and complete applications received by a Resident Organization shall be funded before other Applicant entities types should there not be enough funding to fund all types of Applicants.

b. Qualified Nonprofit Housing Sponsor; or

- c. Local Public Entity.

2. Eligible Use of Funds

Funds awarded pursuant to this subsection shall be used to acquire, improve, or replace a Mobilehome Park to ensure safe, healthy, habitable housing, Affordable to its Low-Income Residents, or to convert the ownership of a Mobilehome Park from being privately owned to owned by a Resident Organization. Examples of eligible uses include but are not limited to:

- a. Acquisition costs, including Park purchase price;
- b. Permits and state and local fees;
- c. Appraisal, architectural, engineering, legal and other professional fees;
- d. Financing costs;
- e. Escrow, title insurance, and other related costs;
- f. Environmental hazard reports and surveys;
- g. Attorney fees directly associated with activities funded by the Program.
- h. Relocation costs pursuant to [CCR, Title 25, §8020](#);
- i. Cost of Rehabilitation or Reconstruction or Replacement of the Park, as defined in Appendix A of these guidelines;
- j. Cost to remove an abandoned Mobilehome from the Park;
- k. Cost for salvage processing;
- l. MORE funds may be used to reconstruct or replace a Mobilehome Park, including the cost of moving of the Mobilehomes, to a more suitable site within the same jurisdiction if the Department determines that the cost of the reestablishment, including all relocation costs to the affected Households, is a more prudent expenditure of funds than the costs of needed or repetitive repairs to the existing Park. Funds provided for these purposes shall not be used to relieve a Park Owner of any responsibility for covering the costs of mitigating the impacts of a Park closure, as may be provided for by local ordinance or pursuant to [Government Code \(GC\) §65863.7](#) or [§66427.4](#).

3. Project Requirements

To be eligible for award, the project must meet the requirements pursuant to §300.7 of the guidelines.

4. Maximum Loan Amounts

The maximum loan amount shall be the lesser of:

- a. To the extent possible, the Loan amount shall not exceed 50 percent (50%) of the Local Project costs. The Loan amount may be for up to 95 percent (95%) of the approved costs attributable to the Low-Income Spaces in the Park when the following has been demonstrated to the Department's satisfaction;
 - i. The Applicant has made an effort to secure additional funds from other sources and these funds are not available;
 - ii. The Local Project would not be feasible, as determined by the Department, without a waiver of the 50 percent (50%) financing limitations.
- b. The total secured debt in a superior position to the Department's Loan plus the Department's Loan shall not exceed 115 percent (115%) of the value of the collateral securing the Loan, plus the costs related to the acquisition, conversion, rehabilitation, reconstruction or replacement, or any combination thereof, of the Local Project.

5. Loan Terms

- a. Loans shall be for a term of thirty-five (35) years;
- b. Loans shall have an interest rate of one percent (1%);
- c. Awards may be made as Forgivable Loans pursuant to Appendix A of the Program guidelines, except for an annual payment of 0.42% of the principal balance for monitoring costs.
- d. The Department reserves the right, at its sole and absolute discretion, to grant an extension of the Loan terms.

B. Remediation of Mobilehome Park Health and Safety Deficiencies or Violations

1. Eligible Applicant

In addition to meeting the requirements of §200 of the guidelines, an eligible Applicant must be one of the following:

- a. Resident Organization
- b. Qualified Nonprofit Housing Sponsor;
- c. Local Public Entity; or
- d. Private Mobilehome Park Owner, pursuant to §301.1 of the guidelines.

2. Eligible Use of Funds

Funds awarded pursuant to this subsection shall be used to correct a Mobilehome Park's Mobilehome Park Act violation(s) cited by the enforcement agency in a notice of violation or to make repairs necessary for a Mobilehome Park to obtain or restore a permit to operate.

Eligible use of funds includes:

- a. Costs to make repairs required to correct Mobilehome Park Act violations cited by the enforcement agency in a notice of violation needed to restore or obtain a permit to operate;
- b. Costs to pay any past due fees directly related to a suspended or expired permit to operate;
- c. Costs can include any on-site or off-site repairs needed for utility connections or other essential health and safety purposes;
- d. Other costs as the Department may approve, in its sole and absolute discretion, directly or indirectly related to Remediation of health and safety deficiencies, restoration of permits to operate, or to obtain permits to operate where one is required.

3. Project Requirements

To be eligible for award, the project must meet the requirements of §301 of the guidelines.

4. Maximum Loan Amount

The maximum Loan amount shall be the minimum amount necessary to restore the Mobilehome Park to a condition meeting all health and safety requirements required for a permit to operate.

5. Loan Terms

- a. Loans shall be for a term of thirty-five (35) years;
- b. Loans shall have an interest rate of one percent (1%);
- c. Awards maybe made as Forgivable Loans pursuant to Appendix A of the Program guidelines, except for an annual payment of 0.42% of the principal balance for monitoring costs.
- d. The Department reserves the right, at its sole and absolute discretion, to grant an extension of the Loan terms.

C. Mobilehome Park Replacement for Disaster Response

1. Eligible Applicant

In addition to meeting the requirements of §200 of the guidelines, an eligible Applicant must be one of the following:

- a. Resident Organization
- b. Qualified Nonprofit Housing Sponsor; or
- c. Local Public Entity

2. Eligible Use of Funds

Funds awarded pursuant to this subsection shall be used as a response to a state or federally declared disaster to acquire and construct a new Mobilehome Park or replace part of a Mobilehome Park that was destroyed.

Funds shall be used only for the following costs:

- a. Purchase of real property;
- b. Permits and state and local fees;
- c. Predevelopment costs directly related to the reconstruction of the Mobilehome Park;
- d. Relocation costs pursuant to [CCR, Title 25, §8020](#);

- e. Onsite improvements related to the reconstruction of the Mobilehome Park;
- f. Carrying costs during construction, including insurance, construction financing fees and interest, taxes, and any other expenses necessary to hold the property while the Mobilehome Park is under development;
- g. Costs for items intended to assure the completion of construction, such as contractor bond premiums;
- h. Appraisal and inspection fees;
- i. Engineering, legal and other professional fees;
- j. Financing costs;
- k. Escrow, title insurance, and other related costs;
- l. Environmental hazard reports and surveys;
- m. Attorney fees directly associated with Activities related to the Activities funded by the Program.

3. Project Requirements

To be eligible for award, the project must meet the requirements of §302.5 of the guidelines.

4. Maximum Loan Amount

- a. The maximum Loan amount shall be an amount reasonable and necessary to ensure the Project feasibility as determined by the Department.
- b. The award amount may not exceed 95 percent (95%) of the costs attributable to Low-Income Spaces.

5. Loan Terms

- a. Loans shall be for a term of thirty-five (35) years;
- b. Loans shall have an interest rate of one percent (1%);
- c. Awards may be made as Forgivable Loans pursuant to Appendix A of the Program guidelines, except for an annual payment of 0.42% of the principal balance for monitoring costs.

- d. The Department reserves the right, at its sole and absolute discretion, to grant an extension of the Loan terms.

III. Program Requirements For Activities Specific to Individual Mobilehomes

A. Rehabilitation or Replacement of Residents' Mobilehomes

1. Eligible Applicant

In addition to meeting the requirements of §200 of the guidelines, an eligible Applicant must be one of the following:

- a. Resident Organization
- b. Qualified Nonprofit Housing Sponsor; or
- c. Local Public Entity.

2. Eligible Use of Funds

Funds awarded pursuant to this subsection shall be used for the Rehabilitation of Low-Income Resident Mobilehomes. Should the cost to repair a Mobilehome be more than the cost to replace it, Replacement costs may be eligible. Refer to §400.2 of the guidelines for a list of eligible Replacement costs.

Please note, the Department does not directly fund individual Residents.

The Recipient will receive an award as a Forgivable Loan. The Recipient may expend the award in one of the following ways:

- a. Contract with a qualified entity to make the repairs and be responsible for:
 - i. The selection of a qualified entity to do the repairs;
 - ii. Payment to the entity once the repairs have been completed;
 - iii. Document the repairs have been satisfactorily completed;
- b. Award funds directly to a Low-Income Resident in the form of a Grant and the Resident shall be responsible for:
 - i. The selection of a qualified entity to do the repairs;

- ii. Ensuring the repairs are completed within the term of the Grant Agreement;
- iii. Payment to the entity once the repairs are completed;
- iv. Submitting documentation to the Recipient that the repairs have been completed.

Funds may be used for the following types of activities; specific examples of eligible costs can be located in §400.2 of the guidelines:

- a. Repairs to a Resident's Mobilehome;
- b. Accessibility upgrades to a Resident's Mobilehome; or
- c. Energy efficiency upgrades to a Resident's Mobilehome.

3. Maximum Loan Amounts

- a. The maximum Loan amount awarded to a Recipient shall be \$10 million. The Department, at its sole discretion, may award a portion of the amount requested by the Applicant, if it is determined the Local Program would be feasible with a lower award amount.

4. Loan Terms

- a. Loans shall be for a term of ten (10) years;
- b. Loans shall have an interest rate of one percent (1%);
- c. Awards may be made as Forgivable Loans pursuant to Appendix A of the Program guidelines, except for an annual payment of 0.42% of the principal balance for monitoring costs.
- d. The Department reserves the right, at its sole and absolute discretion, to grant an extension of the Loan terms.

5. Grants to Residents from the Recipient

- a. The maximum Grant amount awarded to a Resident shall be for the minimum amount needed to complete the rehabilitation, replacements, upgrades, or a combination thereof.
- b. Recipients who receive applications from Residents for Grant funding must evaluate the applications and place them within one of the following three priority pools.

- i. Pool number one: Applications from this pool will be awarded first. This pool includes applications in which:
 - (A) The Applicant has received one or more notices of violation from the Mobilehome Park's enforcement agency requiring repairs and/or alteration(s) to their Manufactured Home or Mobilehome. Qualifying repairs/alterations constitute a substandard condition and nuisance pursuant to [Title 25 of the California Code of Regulations, §1606](#).
- ii. Pool number two: Applications from this pool will be awarded once all eligible applications from pool one have been funded. This pool includes:
 - (A) Residents with a Manufactured Home or Mobilehome requiring a repair(s) or alteration(s) where the homeowner has obtained a report from a licensed C-47 Manufactured Housing Contractor, licensed engineer, or licensed architect, detailing the substandard conditions and the associated subsections of [Title 25 of the California Code of Regulations, §1606](#).
- c. Pool number three: Applications from this pool will be awarded once all eligible applications from both pools 1 and 2 have been funded. This pool will include all other eligible applications not listed in pools above.

6. Grant Terms

- a. Grants shall be for a term of three (3) years;
- b. Grants may be closed upon completion of the work done to the Mobilehome;
- c. The Resident shall enter into a Grant Agreement, or other enforceable agreement with the Recipient pursuant to §600 of the Program guidelines.
- d. The Recipient may, with the Department's approval, extend the terms of the Grant Agreement should it be demonstrated that the work could not be completed within the original Grant term.

IV. Application Submission and Review Procedures

A. Pre-Application Technical Assistance

The Department requires all Applicants to engage in a pre-application technical assistance meeting with the Department prior to applying for

Program funds. The technical assistance meeting will allow the prospective Applicant to discuss the proposed project, along with other applicable programmatic considerations, including those related to the scope of work being proposed, and any cited health and safety violations. Pre-application technical assistance meetings (have been available since) May 9, 2023 and may be requested by emailing MORE@hcd.ca.gov.

B. Application Workshops

The Department will conduct application workshops at scheduled times throughout the NOFA application period. The Department will conduct these workshops both in person and virtually. Please visit the Program website for the dates and locations and to register for workshops.

Sign up to receive MORE Program updates on the [Department's webpage](#).

C. Application Submission Process

Application materials must be submitted electronically via the application portal. The portal link, and requirements for submitting the MORE NOFA application and required supporting documentation, including naming conventions, can be found on the Department's [MORE webpage](#). The application instructions and submittal portal will be available (were available?) beginning June 30, 2023.

Applicants must upload and submit all application materials to the application portal no later than 4:00 p.m. Pacific Standard Time on June 30, 2024. Applications that do not meet the filing deadline will not be eligible for funding.

Applications must be on the Department's forms and cannot be altered or modified by the Applicant. It is the Applicant's responsibility to ensure the application is clear, complete, and accurate.

D. Disclosure of Application

Information provided in the application will become a public record available for review by the public, pursuant to the [California Public Records Act \(Chapter 1473, Statutes of 1968\)](#). As such, any materials provided will be disclosable to any person making a request under this Act. The Department cautions Applicants to use discretion in providing information not specifically requested, including but not limited to, bank account numbers, personal phone numbers and home addresses. By providing this information to the Department, the applicant is waiving any claim of confidentiality and consents to the disclosure of submitted material upon request.

E. Application Review

1. Applications for Activities specific to Mobilehome Parks must adhere to the following:
 - a. Applications will be time stamped by the application portal and reviewed in the order they are received.
 - b. Applications determined to be ineligible will receive notification from the Department.
 - c. Applications that are determined to be incomplete will be returned to the Applicant to make needed corrections and provide any missing documentation. When the Applicant returns the corrected application to the Department it will be reviewed after any other applications received prior to the resubmittal. In an OTC NOFA, there is not an appeals process.
2. Applications for Activities specific to individual Residents must adhere to the following:
 - a. Applications will be time stamped by the application portal and reviewed in the order they are received.
 - b. Applications determined to be ineligible will receive notification from the Department.
 - c. Applications that are determined to be incomplete will be returned to the Applicant to make needed corrections and provide any missing documentation. When the Applicant returns the corrected application to the Department it will be reviewed after any other applications received prior to the resubmittal.
 - d. Applications that are determined to be eligible and complete during the funding cycle will be funded in the order they were received.
3. **Basis of Appeals**
 - a. Applicants may appeal HCD's written determination that an application is incomplete, has failed threshold review, or has otherwise been determined to provide an insufficient basis for an award (including point scoring and tie breaker).
 - b. At the sole discretion of the Department, the Department's written determination may include a request for clarifying and/or corrective information. For purposes of this section, "clarifying information" includes information and/or documentation that resolves ambiguities

in any application materials that will inform the Department's threshold, scoring and feasibility determinations.

- c. No Applicant shall have the right to appeal a decision of HCD relating to another Applicant's application (e.g., eligibility, award).
- d. Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be made by the Program Manager or his/her designee. The decision shall be final, binding, and conclusive, and shall constitute the final action of HCD.
- e. The appeal process provided herein applies solely to decisions of HCD made pursuant to this NOFA.

4. Appeal Process and Deadlines

- a. Process: To file an appeal, Applicants must submit to HCD, by the deadline set forth below, a written appeal which states all relevant facts, arguments, and evidence upon which the appeal is based. Furthermore, the Applicant must provide a detailed reference to the area or areas of the application that provide clarification and substantiation for the basis of the appeal. No new or additional information will be considered if this information would result in a competitive advantage to an Applicant. Once the written appeal is submitted to HCD, no further information of materials will be accepted or considered thereafter. Appeals are to be submitted to HCD at [TBD]@hcd.ca.gov according to the deadline set forth in HCD review letters.
- b. Filing Deadline: Appeals must be received by HCD no later than five (5) business days from the date of HCD's threshold review, or initial score letters, as applicable, representing HCD's decision made in response to the application.

5. Decision

- a. Any request to appeal HCD's decision regarding an application shall be reviewed for compliance with the Guidelines and this NOFA. All decisions rendered shall be final, binding, and conclusive, and shall constitute the final action of HCD.

F. Award Announcements and Contracts

1. Award Announcements

The Department will announce Program awards as they are made on the [MORE webpage](#).

2. Contracts

- a. Recipient(s) will enter into a Standard Agreement with the Department. The Standard Agreement will contain relevant state contracting and program requirements, specific information about the award, the work to be performed, a project/program timeline, and any special conditions required to make the project feasible (guidelines §600).
- b. The Recipient(s) shall remain a party to the Standard Agreement for the agreement's entire term. The Standard Agreement allows a maximum of sixty (60) months from the date the Standard Agreement is fully executed by all parties to expend funds.
- c. The Department may exercise its reasonable discretion to disencumber funds which have not been timely expended or to grant an extension of time for completion. Extensions are subject to any and all applicable encumbrances and deadlines. Documentation to support the Recipient's expenditure of funds shall be received prior to the contract expiration date. The Standard Agreement expires at the end of sixty (60) months from the date the Standard Agreement is fully executed by all parties, unless extended. Any request for an extension of time must be in writing, submitted to the Department no less than ninety (90) days before the contract expiration date and approval thereof is at the Department's sole discretion. Recipients remain subject to the terms of the thirty (30) year Monitoring Agreement.

G. Release of Funds

The Department shall have no obligation to disburse funds prior to the date a Standard Agreement contract is fully executed between the Recipient and the Department. Funds will be released after the Standard Agreement execution, and after the Department has reviewed and approved the following Recipient submissions:

1. Local Program guidelines
2. Grant document templates
3. Fully executed ten (10) year Monitoring Agreement

4. If a Recipient contracts with a third party for the above functions, the Recipient shall submit the original contract and any amendments for Department review.

H. Other Terms and Conditions

1. Right to Modify or Suspend

The Department reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this NOFA at any time, including without limitation, the amount of funds available hereunder. If such an action occurs, the Department will notify all interested parties via listserv and will post the revisions to the MORE website. Please be sure and subscribe at <https://www.hcd.ca.gov/contact-us/email-signup>.

2. Conflicts

In the event of any conflict between the terms of this NOFA and either applicable state or federal law or regulation, the terms of the applicable state or federal law or regulation shall control.