

2023 Manufactured Housing & Opportunity Revitalization Program Application for

Resident Organizations Qualified Nonprofit Housing Sponsors Local Public Entities

Gavin Newsom, Governor
State of California

Lourdes Castro Ramirez, Secretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
Department of Housing and Community Development



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Instructions

Welcome to the MORE grant application for resident organizations, qualified nonprofit housing sponsors, and local public entities (private park owners must use the alternate MORE application).

Unless otherwise noted, every question is required if it applicable. The areas shaded grey are designated for entering your response.

To streamline the application process, you must fill out and sign the PDF electronically.

The application process requires detailed information, so review the requirements carefully and reach out to HCD for questions.

Please note special occupancy parks (RV parks) are not eligible for this program.

Pages Required for Every Applicant

The following pages of this application are applicable to and required for every applicant.

Applicant Information	page 3
Park Information	page 4
Development Team	page 5
Other Funding Sources Attempted	page 6
Rent Operating Subsidy Sources	page 7
Final Certification	page 58

PLEASE DO NOT APPLY UNDER MORE THAN 1 SECTION.

Section Specific Pages

Only complete the section corresponds to the grant section you are applying for.

Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement	page 8-16
Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations	page 17-32
Section 302. Mobilehome Park Replacement for Disaster Response	page 33-42
Section 400. Rehabilitation or Replacement of Resident's Mobilehomes	page 43-57

Please note: Applicants that do not already own the mobilehome park and are applying for a loan to acquire the park must apply under section 300.

Applicant Information

Please enter the requested information about the applicant in the fields below.

Name	
Applicant Type	
Address	
City	
Zip	
County	
Experience Managing Mobilehome Parks	
Contact (Name)	
Contact Title	
Contact Phone	
Contact Email	
Alt. Contact (Name)	
Alt. Contact Title	
Alt. Contact Phone	
Alt. Contact Email	

If the applicant is a Resident Organization

Year Founded	
No. Members	

If the applicant is a Qualified Nonprofit Housing Sponsor

Tax exempt status	
Affiliation with any for-profit entity.	
Arrangements for ensuring Resident participation	

If the applicant is a Local Public Entity

Entity Type	
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Park Information

Please enter the requested information about the Mobilehome park in the fields below.

Name	
Status	
Street Address	
City	
Zip Code	
County	
Park ID Number	
Permit Number <i>if applicable</i>	
No. of Spaces	
No. of Residents	
Park Size (Acres)	
Year Built	
Manager (Name)	
Manager Email	
Manager Phone No.	
Park Description	

Development Team

Please provide the include names and contact information for the key parties involved, including legal counsel, park operator, general contractor, and architect.

If any of these parties are not applicable, leave them blank.

Legal Counsel	
Contact	
Phone Number	
Email Address	
Address	

Park Operator	
Contact	
Phone Number	
Email Address	
Address	

General Contractor	
Contact	
Phone Number	
Email Address	
Address	

Architect	
Contact	
Phone Number	
Email Address	
Address	

Other	
Contact	
Phone Number	
Email Address	
Address	

Other Funding Sources Attempted

List all other funding sources the applicant attempted to obtain and was denied.
For each denial, please upload a copy of the denial letter to the application portal.

Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

Rent Operating Subsidy Sources

Using the space below, describe what Rent Operating Subsidies the park currently receives to provide affordable housing to low-income residents. List all sources, including but not limited to federal, state, or local subsidies, and describe the terms and conditions of each program.

SECTION 300

Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement

Under Section 300, program funds are awarded as loans to facilitate the acquisition, improvement, replacement, or conversion of Mobilehome Park ownership, with the aim of transitioning from private to resident or nonprofit ownership through a combination of these activities.

Applicants must demonstrate organizational stability and capacity by having dedicated staff with the knowledge, skills, and ability to perform tasks required to fulfill the requirements of Standard and Regulatory Agreements. Applicants can demonstrate this by having successfully administrated a similar project within the past year. Or, if they do not meet this requirement, they may subcontract with an Administrative Subcontractor who does. If the applicant is a Resident Organization, they may also partner with a Local Public Entity or a Nonprofit Organization that has successfully administrated a resident or nonprofit ownership of Mobilehome Park within the last year to qualify.

Eligible uses of funds include acquisition, permits and fees, professional fees, financing costs, escrow and insurance, environmental analyses and surveys, attorney fees, relocation costs, rehabilitation or reconstruction, removal of abandoned Mobilehomes, salvage processing, and relocation of the Mobilehome Park to a more suitable site within the same jurisdiction. Ineligible uses of funds include directly assisting non-Low-Income Residents, reducing housing costs for Low-Income Residents below 30% of their monthly income, and repairing individual Mobilehomes. Funding priorities are given to resident-owned Mobilehome Parks applying for loans to address serious health, safety, or code violations or suspended permits to operate, those with severe violations posing risks to life, health, and safety, and those with suspended permits to operate.

Maximum loan amounts are published in the current NOFA and should not exceed 50% of the project costs. However, loans may cover up to 95% of the costs attributable to Low-Income Spaces in certain circumstances. Loan terms are set for 35 years with a simple interest rate of no more than 3%. Loans may be awarded as Forgivable Loans, and the Department reserves the right to grant extensions. A monitoring fee may be charged for the loan term.

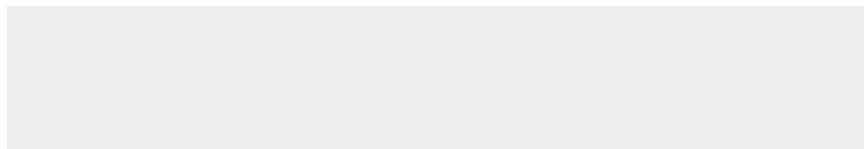
For funded activities, specific requirements include ensuring that at least 30% of Park Residents qualify as Low-Income Residents and addressing outstanding substandard conditions that pose a risk to life, health, or safety, or providing substantial benefits to Low-Income Residents. Before loan disbursement, recipients must have sufficient financing commitments and an approved budget. Applications must include plans for displacement, costs and sources of funds, projected operating budget, and management plan for the Mobilehome Park.

Reimbursement of expenditures is allowed for applicants who purchased a Mobilehome Park or addressed violations within 18 months before applying for Program funds. Applicants must have site control through fee title, enforceable options, agreements, or other forms of control that ensure project progress.

Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement Eligibility Requirements

I, on behalf of the applicant, certify that if awarded:

1. The applicant will only use awarded funds for eligible costs as detailed in §300.4.
2. The applicant will comply with the affordability restrictions as outlined in §300.10, including providing lease or rental terms that are affordable to low-income residents and keeping the same number of low-income spaces throughout the affordability period.
3. The applicant will ensure compliance with income certification requirements as outlined in §300.1, including completing income certifications of residents prior to distribution of funds and recertifying resident income annually.
4. The applicant will not use program funds for ineligible uses as outlined in §300.1, including reducing monthly housing costs for low-income residents to below thirty percent of their monthly income.
5. The applicant will comply with all activity-specific requirements as outlined in §300.7, including submitting a displacement plan if displacement of residents is anticipated.
6. The applicant will have site control of the proposed local project property as outlined in §300.9.



Sign Electronically

Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement

Organizational Stability and Capacity

Applicants must demonstrate they have sufficient organizational stability and capacity to perform the proposed Local Project. To demonstrate stability and capacity they must have staff that committed to proposed project who possess the knowledge, skills, and ability to perform tasks required to fulfill the requirements of the Standard Agreements and Regulatory Agreements. This can also be demonstrated by successfully administrated a similar project within the past year. If applicant does not meet the requirement on its own, it can subcontract with an administrative subcontractor who satisfies the criteria.

Select how the applicant is demonstrating stability and capacity.

Demonstrating Stability and Capacity

Instructions for completing the narrative.

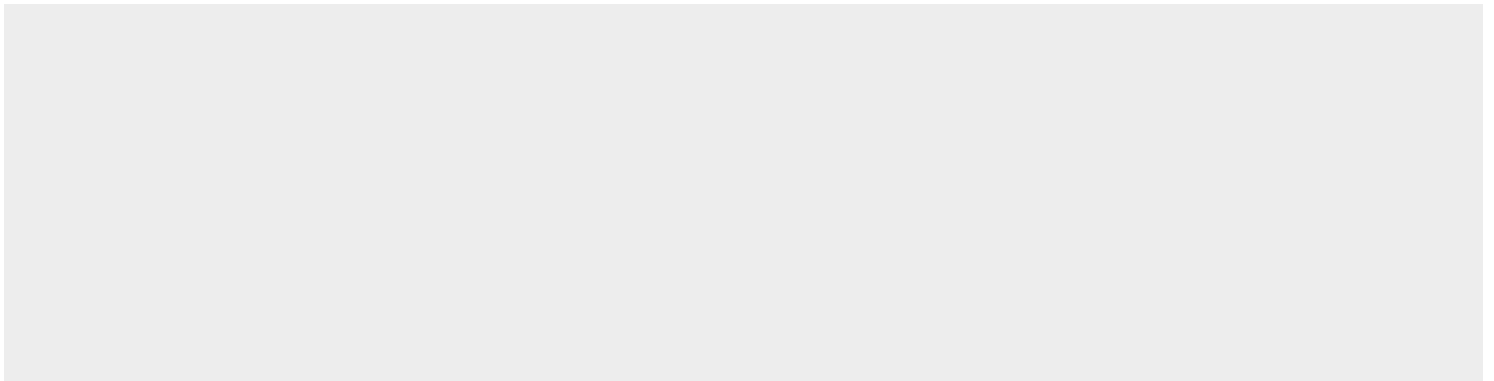
If the applicant is demonstrating stability and capacity by staff, describe the qualifications, experience, and responsibilities of the staff members committed to the proposed project, and how they will ensure that the project is completed successfully.

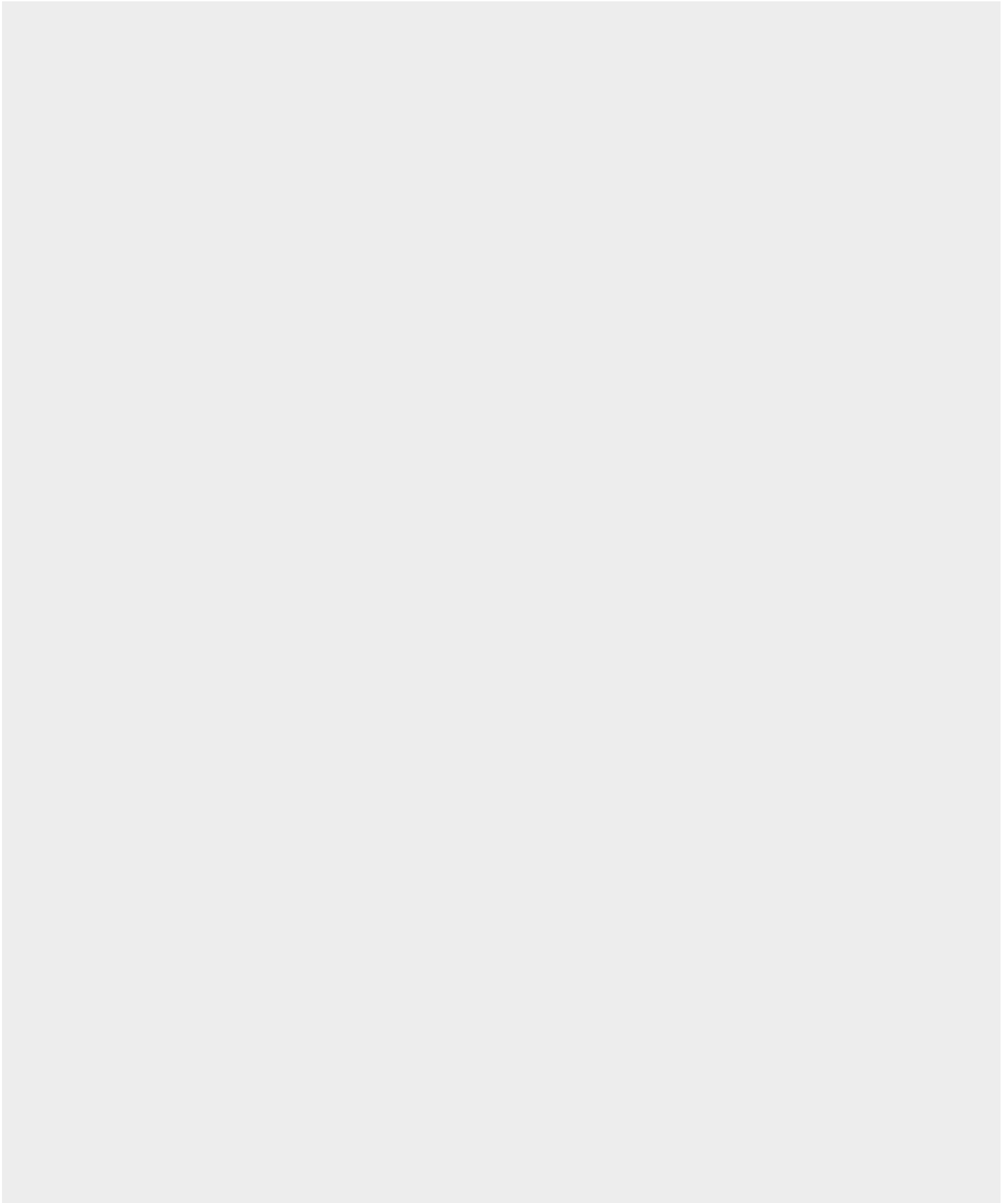
If the applicant is demonstrating stability and capacity by having successfully administrated one similar project within the past year, provide a brief description of the similar project that was successfully administered, including the scope of the project, the role of the applicant, and the outcomes achieved.

If the applicant is demonstrating stability and capacity by contracting with an administrative contractor that has sufficient stability and, ensure that you provided the name and contact information for the local administrative contractor, and describe how the contractor has demonstrated they meet this requirement.

If the applicant is a Resident Organization and is partnering with a Local Public Entity or nonprofit organization that has successfully administrated an affordable housing program within the last year, describe the partnership and how it will leverage the expertise and experience of both parties to ensure the success of the proposed affordable housing project. Additionally, provide a summary of the affordable housing program that the Local Public Entity or nonprofit organization has successfully administered within the last year, including its scope and outcomes achieved, and describe how it is similar to the proposed project.

Additional space has been provided on the following page.





Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement Project Information

Please provide the requested information about the project in the fields below.

Describe the proposed project.

**Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement
Project Information**

How will the project benefit low-income residents of the Mobilehome Park?

How will the project address substandard conditions/nuisances that threaten the long-term viability.

**Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement
Project Information**

What is the total estimated cost of the project?

Describe the estimated timeline for completing the project.

How many low-income residents will benefit from this project?

Has the applicant secured any other funding for the project?

If you have secured other funding, please describe the source(s) and amount(s).

Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement Project Information

Does the applicant have site control?

If the applicant has site control, select how is it demonstrating it.

If the applicant does not have site control, what is the plan to obtain site control?

How will the applicant ensure compliance with the affordability restrictions of the program?

What is the applicant's plan for income verification and annual self-recertification of residents?

How will the applicant ensure that the park maintains the required number of low-income spaces?

Section 300. Acquisition, Conversion, Rehabilitation, Reconstruction, or Replacement

Estimated Project Budget and Cost Allocation

In the table below, itemize the costs for each cost category by the funding sources that will be used.

List the other funding sources in the column headers labeled 1-3, and any other cost categories in the row headers labeled M-Z.

Cost Category	MORE Act Funds	1.	2.	3.	Total
a. Acquisition costs					
b. Permits and state and local fees					
c. Appraisal, architectural, engineering, and legal fees					
d. Financing					
e. Escrow, title insurance					
f. Environmental hazard reports and surveys					
g. Attorney fees					
h. Relocation costs					
i. Cost to rehabilitate, reconstruct, or replace the park					
j. Salvage processing					
k. Enforcement agency compliance					
l. Other professional fees					
m.					
n.					
o.					
p.					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					
y.					
z.					
Total					

SECTION 301

Remediation of Mobilehome Parks Act Deficiencies or Violations

Under Section 301, program funds are awarded as loans to correct Mobilehome Parks Act deficiencies or violations cited by an enforcement agency, including necessary repairs or removal of individual Mobilehomes.

Applicants must demonstrate organizational stability and capacity by having dedicated staff with the knowledge, skills, and ability to perform tasks required to fulfill the requirements of Standard and Regulatory Agreements. Applicants can demonstrate this by having successfully administrated a similar project within the past year. Or, if they do not meet this requirement, they may subcontract with an Administrative Subcontractor who does. Private Mobilehome Park Owners and Resident Organizations may also partner with a Local Public Entity or a nonprofit organization that has successfully administrated an affordable housing program within the last year to meet the experience requirements.

Eligible costs for Section 301 include costs to repair Mobilehome Parks and individual Mobilehomes to correct violations, restore or obtain permits to operate, pay past due fees, and any on-site or off-site repairs needed for utility connections or other essential repairs. The Department may approve other costs at its discretion.

Maximum loan amounts for activities funded under Section 301 will be published in the current Notice of Funding Availability (NOFA). The awarded amount should be the minimum necessary to restore the Mobilehome Park to a condition meeting all requirements for a permit to operate.

Loan terms for Section 301 include a term of 35 years, an interest rate of no more than 3%, and the possibility of being awarded as a Forgivable Loan. The Department may grant an extension of the loan terms at its discretion and charge a monitoring fee not exceeding 0.42% of the loan's principal balance.

Mobilehome Parks receiving program funding will be subject to Affordability Restrictions for 35 years. For the first 30 years, Mobilehome Park Owners must keep Rents Affordable for households making less than 80% of the Area Median Income or 30% below fair market rents for comparable spaces, whichever is lower. The percentage of spaces subject to Affordability Restrictions varies depending on the total number of spaces in the Mobilehome Park. In years 31 through 35, annual rent increases not exceeding 10% of the previous rent are allowed. Recipients must provide written notice to residents at least 12 months in advance of selling or redeveloping the Mobilehome Park, with some exceptions.

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations

Eligibility Requirements

I, on behalf of the applicant, certify that if awarded:

1. The applicant will only use awarded funds for eligible costs as detailed in §301.2.
2. The applicant will have site control of the proposed local project property as outlined in §301.5.
3. The applicant will comply with the affordability restrictions as outlined in §301.6, including keeping rents affordable to households making less than eighty percent (80%) of the Area Median Income or thirty percent (30%) below fair market rents for comparable spaces, whichever is lower, for thirty-five (35) years, and keep at least the minimum number of assisted Housing Spaces subject to Affordability Restrictions as specified in the table outlined in §301.6(a).
4. The applicant meets the eligibility criteria as specified in §301.1 and has demonstrated sufficient organizational stability and capacity to carry out the Activity. If the applicant does not satisfy the requirement of Section 301.1(e)(1), they will:
 - a. Subcontract with an Administrative Subcontractor who satisfies the requirements of Section 301.1(e)(1), or
 - b. If the applicant is a Resident Organization, partner with a Local Public Entity or a nonprofit organization that has successfully administrated an affordable housing program within the last year to meet the experience requirements.



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Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations

Organizational Stability and Capacity

Pursuant to §300.3(d), applicants must demonstrate they have sufficient organizational stability and capacity to perform the proposed Local Project. To demonstrate stability and capacity they must have staff that committed to proposed project who possess the knowledge, skills, and ability to perform tasks required to fulfill the requirements of the Standard Agreements and Regulatory Agreements. This can also be demonstrated by successfully administrated a similar project within the past year. If applicant does not meet the requirement on its own, it can subcontract with an administrative subcontractor who satisfies the criteria.

Select how the applicant is demonstrating stability and capacity.

Demonstrating Stability and Capacity

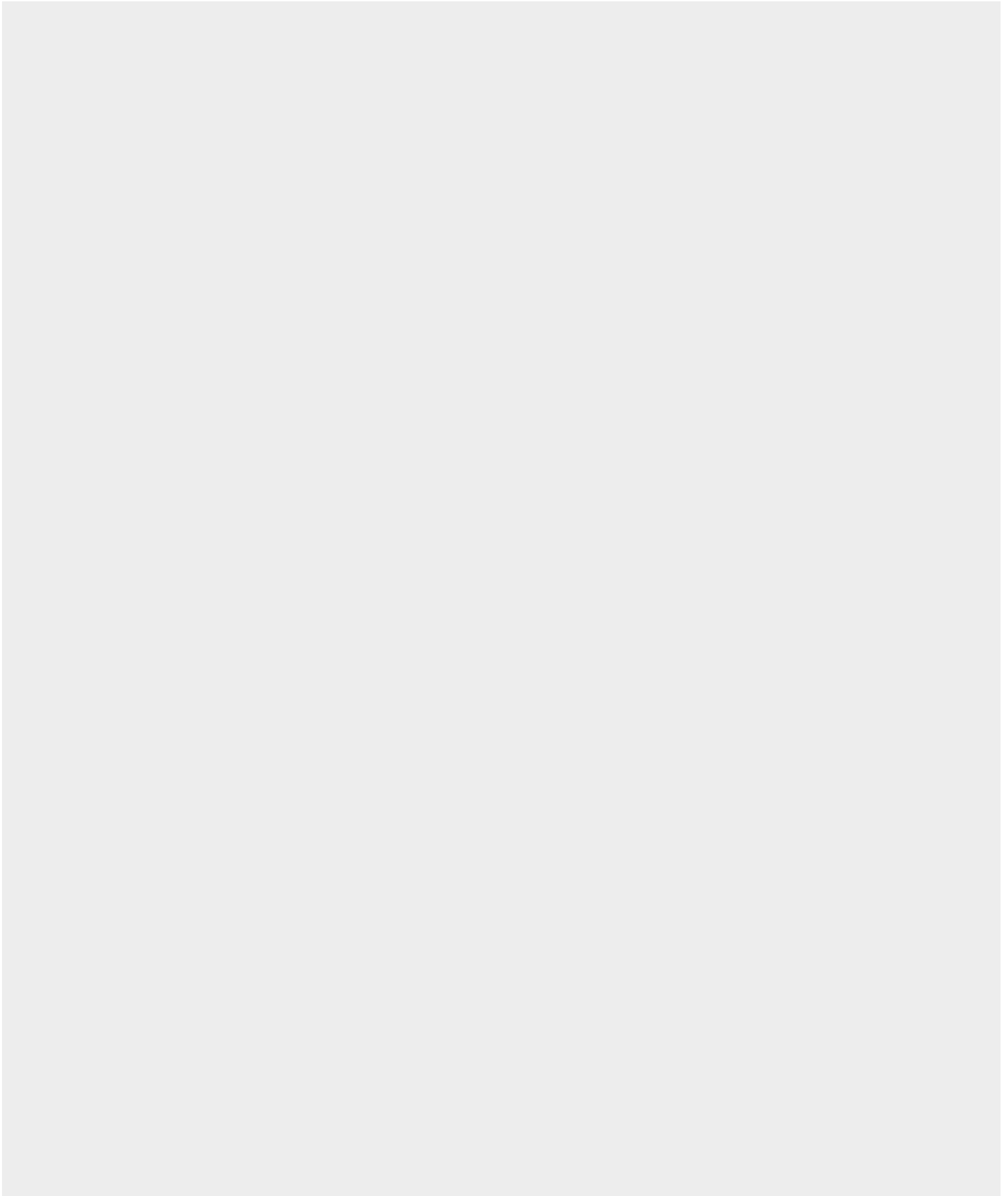
Instructions for completing the narrative.

If the applicant is demonstrating stability and capacity by staff, describe the qualifications, experience, and responsibilities of the staff members committed to the proposed project, and how they will ensure that the project is completed successfully.

If the applicant is demonstrating stability and capacity by having successfully administrated one similar project within the past year, provide a brief description of the similar project that was successfully administered, including the scope of the project, the role of the applicant, and the outcomes achieved.

If the applicant is demonstrating stability and capacity by contracting with an administrative contractor that has sufficient stability and, ensure that you provided the name and contact information for the local administrative contractor, and describe how the contractor has demonstrated they meet this requirement.

Additional space has been provided on the following page.



Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations

Deficiencies and Violations to Correct

On following pages, you will need to provide information about the specific Mobilehome Parks Act deficiencies or violations that have been cited in a notice of violations issued by HCD or a local enforcement agency. You will also need to provide detailed information about the proposed correction, including estimated costs.

Please note that you can submit up to 10 deficiencies and/or violations in a single application.

When providing information about the costs to correct the deficiencies and violations in the "Cost to Correct" field, only include the costs you are proposing to pay with MORE funds.

If you have other funding sources that will be used in addition to the MORE funds, include this information in following Development Budget section of the Section 301 application.

Upload copies of the notice of violation received from the enforcement agency to the HCD application portal, and along with any documentation you have supporting the cost to correct.

If you need additional space, complete this section of the application using the space provided and then upload the additional information as an attachment to the HCD application portal

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 1

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 2

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 3

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
Deficiency / Notice of Violation 4

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 5

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
Deficiency / Notice of Violation 6

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 7

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
Deficiency / Notice of Violation 8

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 9

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the Proposed Correction	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations
 Deficiency / Notice of Violation 10

Deficiency/Violation	
Date Cited	
Describe the issue.	
Describe the	
Project Timeline	
Est. Cost to Correct	
Explain how you determined the cost to correct is reasonable (e.g., estimates from three impartial appropriately licensed contractors).	

Section 301. Remediation of Mobilehome Parks Act Deficiencies or Violations

Estimated Project Budget and Cost Allocation

In the table below, itemize the costs for each cost category by the funding sources that will be used.

List the other funding sources in the column headers labeled 1-3, and any other cost categories in the row headers labeled L-Z.

Cost Category	MORE Act Funds	1.	2.	3.	Total
a. Repairs to the Mobilehome Park					
b. Repairs to Mobilehomes					
c. Replacement costs for Mobilehomes					
d. Permitting fees					
e. Environmental assessment					
f. Engineering and architectural					
g. Project management					
h. Legal fees					
i. Financing costs					
j. Repairs for utility connections					
k. Past due fees					
l.					
m.					
n.					
o.					
p.					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					
y.					
z.					
Total					

SECTION 302

Mobilehome Park Replacement for Disaster Response

Under Section 302, program funds are awarded as loans to acquire and construct a new Mobilehome Park or replace part of a Mobilehome Park destroyed by a declared Natural Disaster.

Applicants, including Resident Organizations, Qualified Nonprofit Housing Sponsors, and Local Public Entities, must demonstrate organizational stability and capacity by having either successfully developed a similar project within the last five years, having dedicated staff with the required knowledge and skills, or subcontracting with an Administrative Subcontractor that meets these requirements.

Program funds are to be used only for specific costs, such as the purchase of real property, permits and fees, predevelopment costs related to reconstruction, relocation costs, onsite improvements, carrying costs during construction, contractor bond premiums, appraisal and inspection fees, engineering and legal fees, financing costs, escrow and title insurance, environmental hazard reports and surveys, and attorney fees directly associated with activities funded by the program.

The maximum loan amount for a project shall be published in the current Notice of Funding Availability (NOFA), ensuring Local Project feasibility as determined by the Department, and not exceeding 95% of the costs attributable to Low-Income Spaces. Loans made under Section 302 will have terms of thirty-five years, with an interest rate of no more than 3%. They may be awarded as Forgivable Loans to the Recipient, and the Department reserves the right to grant an extension of the Loan terms at its discretion. A monitoring fee, not to exceed .42% of the Loan's principal balance for the entire term of the loan, may also be charged.

Activities funded under Section 302 have specific requirements, such as relocating the new Mobilehome Park within twenty miles of the destroyed one, giving displaced Low-Income Residents the right of first refusal to occupy Mobilehomes in the new park, and providing lease or rental terms that are Affordable or equivalent to those in effect at the destroyed park. No less than 50% of the spaces in the new Mobilehome Park must be Affordable and occupied by Low-Income Residents. Additionally, the Recipient must submit documentation verifying compliance with state and local laws protecting Mobilehome Park Residents.

Section 302. Mobilehome Park Replacement for Disaster Response Eligibility Requirements

I, on behalf of the applicant, certify that:

The funds awarded pursuant to §302 shall be used for eligible costs as detailed in §302.2.

1. The organization will comply with the affordability restrictions as outlined in §302.7.
2. The applicant has sufficient organizational stability and capacity to carry out the activity as outlined in §302.1(d).
3. The applicant has (or will have) site control of the project property as outlined in §302.6.
4. The new mobile home park will be located within 20 miles of the destroyed park, as required in §302.5(a).
5. No less than 50% of the spaces in the new mobile home park will be affordable and occupied by low-income residents, as required in §302.5(d).
6. The applicant will provide written notice to former residents of the destroyed mobile home park regarding their right of first refusal to occupy mobile homes in the new park, as required in §302.5(b)(1).
7. The applicant will not offer spaces to the public at the new mobile home park while the right of first refusal remains open, as required in §302.5(b)(2).
5. The applicant will provide lease or rental terms that are affordable or equivalent to those in effect at the destroyed mobile home park to low-income residents of the new mobile home park, as required in §302.5.



Sign Electronically

Section 302. Mobilehome Park Replacement for Disaster Response

Organizational Stability and Capacity

Pursuant to §302.1(d) applicants must demonstrate that they have sufficient organizational stability and capacity to effectively manage and operate the Mobilehome Park, to meet the requirement for Organizational Stability and Capacity. This includes the ability to carry out the activity and meet the requirements of the Standard Agreements and Regulatory Agreements. Resident Organizations can demonstrate their organizational stability and capacity by have successfully developed at least one similar project within the past five (5) years, having staff committed to the proposed Local Project that possesses the knowledge, skills, and ability to perform tasks required to fulfill the requirements of the Standard Agreements and Regulatory Agreements (this can be demonstrated by the successful administration of a similar project within the past year), or by subcontracting with an Administrative Subcontractor who meets the Organizational Stability and Capacity requirements.

Select how the applicant is demonstrating stability and capacity.

Demonstrating Stability and Capacity

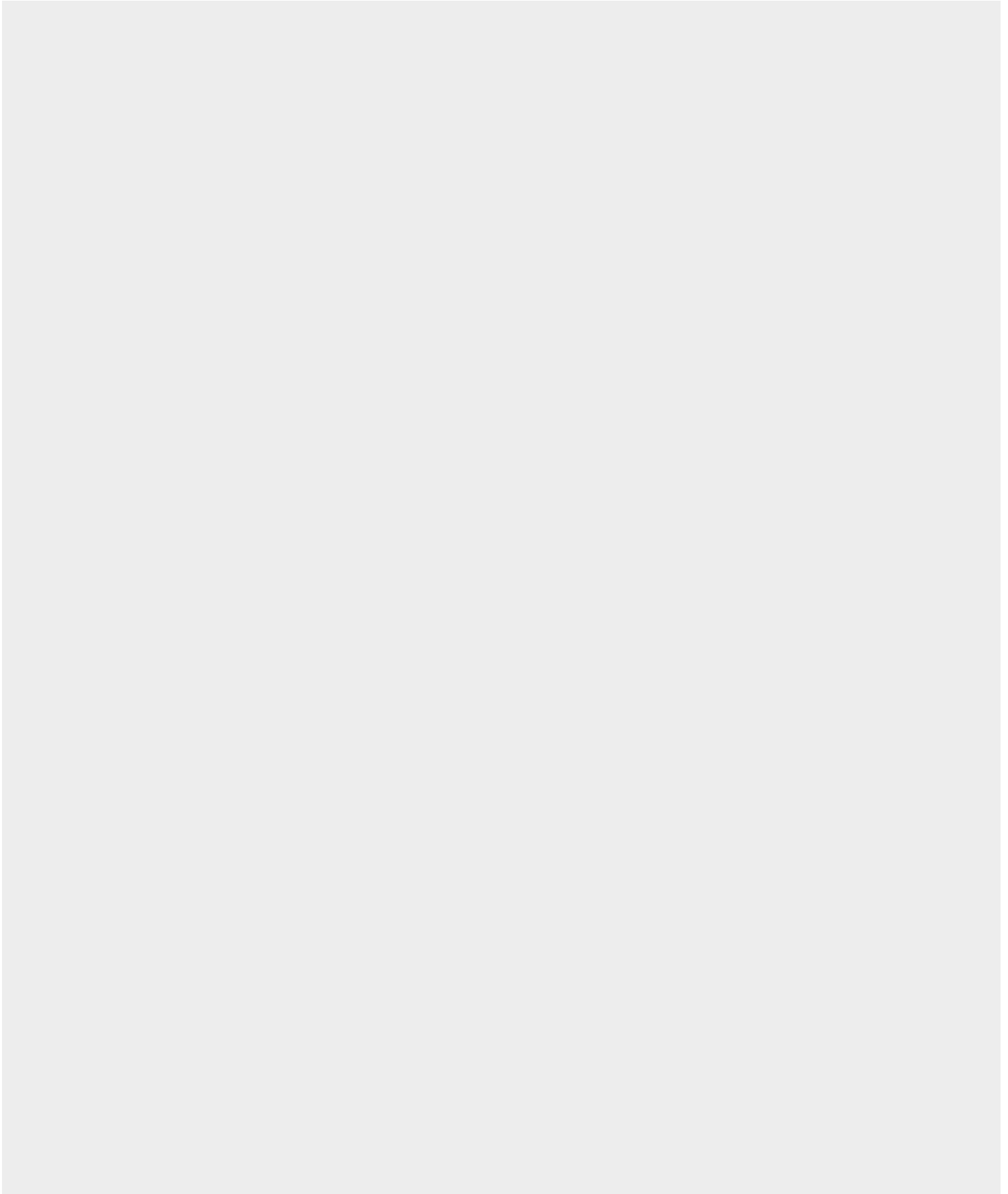
Instructions for completing the narrative.

If by having successfully developing at least one similar project within the past five (5) years, provide details on the project's size and scope, staff roles and responsibilities, any challenges faced and overcome, and positive outcomes achieved. Explain how the knowledge, skills, and abilities gained from the previous project will be applied to the proposed Local Project.

If by staff, describe the staff's qualifications, relevant skills and knowledge, previous experience, and any certifications or licenses they possess. Explain how the staff's qualifications and experience demonstrate the applicant's capacity to manage and operate the Mobilehome Park.

If by contracting with an administrative contractor, ensure that you provide the name and contact information for the local administrative contractor, and describe how the contractor has demonstrated they meet this requirement.

Additional space has been provided on the following page.



Section 302. Mobilehome Park Replacement for Disaster Response Project Information

Please provide the requested information about the project in the fields below.

Proposed Loan Use

Does the applicant currently own the mobilehome park?

If the applicant does not own the park, is it under contract with the Park's owner to administer the project upon close of purchase escrow when program funds are being used for acquisition? *This is required if the applicant is not the current owner.* §302.6

What natural disaster caused damage to the mobilehome park and when did it occur?

Describe the damage to the mobile home park.

Section 302. Mobilehome Park Replacement for Disaster Response

Project Information

Describe the proposed project's scope.

Section 302. Mobilehome Park Replacement for Disaster Response
Project Information

What measures will be taken to prevent future damage to the mobilehome park?

What steps will be taken to ensure the safety of the mobilehome park residents?

What is the total estimated project cost?

Describe the estimated timeline for completing the project.

How many low-income residents will benefit?

Have you secured any other funding for this project?

If yes, please describe the other funding source(s) and amount(s).

Section 302. Mobilehome Park Replacement for Disaster Response Project Information

Does the applicant have site control?

If the applicant has site control, select how is it demonstrating it.

If the applicant does not have site control, what is the plan to obtain site control?

How will the applicant ensure compliance with the affordability restrictions of the program?

What is the applicant's plan for income verification and annual self-recertification of residents?

How will the applicant ensure that the park maintains the required number of low-income spaces?

Section 302. Mobilehome Park Replacement for Disaster Response Project Information

Other information about the project that you'd like to share (optional).

Section 302. Mobilehome Park Replacement for Disaster Response

Estimated Project Budget and Cost Allocation

In the table below, itemize the costs for each cost category by the funding sources that will be used.

List the other funding sources in the column headers labeled 1-3, and any other cost categories in the row headers labeled M-Z.

Cost Category	MORE Act Funds	1.	2.	3.	Total
a. Acquisition costs					
b. Permits and state and local fees					
c. Appraisal, architectural, engineering, and legal fees					
d. Financing					
e. Escrow, title insurance					
f. Environmental hazard reports and surveys					
g. Attorney fees					
h. Relocation costs					
i. Cost to rehabilitate, reconstruct, or replace the park					
j. Salvage processing					
k. Enforcement agency compliance					
l. Other professional fees					
m.					
n.					
o.					
p.					
q.					
r.					
s.					
t.					
u.					
v.					
w.					
x.					
y.					
z.					
Total					

SECTION 400

Rehabilitation or Replacement of Resident's Mobilehomes

Under Section 400, program funds are awarded as loans to support the rehabilitation or replacement of individual mobile homes. Funds can be used to assist mobile homes in various locations within the approved service location of the local program. Recipients have two options for expending these awards: contracting with a qualified vendor to complete the repairs or replacement or awarding funds directly to a resident in the form of a grant.

When contracting with a vendor, the recipient is responsible for selecting a qualified and appropriately licensed vendor, making payments upon completion of the repairs, and documenting the satisfactory completion of repairs. If awarding funds directly to a resident, the resident is responsible for selecting a qualified and licensed entity to perform repairs, ensuring completion within the grant agreement term, making payments upon completion, and submitting documentation of satisfactory completion and payment to the recipient.

Eligible costs for Section 400 funding include repairs to a resident's mobile home, accessibility upgrades, energy efficiency upgrades, and replacement of a mobile home. Costs can cover permits and related fees, appraisals, architectural and engineering services, inspections, consultant services, relocation costs, new mobile homes, site preparation, transportation, installation, removal of existing mobile homes, and salvage costs.

The maximum award amount for a loan will be published in the current Notice of Funding Availability (NOFA). The maximum award to a resident will be for the minimum amount needed to complete the repairs or replacement.

Loan terms under Section 400 are for a 30-year term with an interest rate of no more than 3%. Loans may be awarded as forgivable loans to the recipient. The Department reserves the right to grant an extension of the loan terms and may charge a monitoring fee, not to exceed 0.42% of the loan's principal balance for the entire term of the loan. Grant terms shall not exceed three years and may be closed upon completion of the work done to the mobile home. The resident must enter into a grant agreement or another enforceable agreement with the recipient of the MORE funds.

Priority use of funds for grant recipients will be specified in the current NOFA, with general criteria including residents issued a notice of violation from the enforcement agency requiring repairs or alterations, residents with a manufactured home or mobile home requiring repairs or alterations documented by a licensed C-47 manufactured housing contractor, licensed engineer, or licensed architect, and other priorities as set forth by the Department.

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Overview

Section 400 provides loans for rehabilitating or replacing individual mobile homes. The program funds may be used to assist mobile homes located in various locations within the approved service area of the Local Program.

Awarded funds can be expended by contracting with a qualified vendor to complete the repairs or replacement or awarding the funds directly to a resident in the form of a grant to manage the project.

The eligible costs include but are not limited to repairs to correct health and safety concerns, accessibility upgrades, and energy efficiency upgrades. If the cost to repair a mobile home is more than the cost to replace it, the Recipient may use MORE funds for the replacement, with Department approval.

Eligibility Requirements

I, on behalf of the applicant, certify that:

1. The funds awarded pursuant to §400 will be used for eligible costs as detailed in Section 400.2.
2. The Mobilehomes to be rehabilitated or replaced will be located within the approved service location of the Local Program.
3. Only Mobilehomes owned by low-income households will be rehabilitated or replaced.
4. Only Mobilehomes in need of rehabilitation or replacement to correct Health and Safety concerns, including those cited by the enforcement agency, will be rehabilitated, or replaced.
5. The Applicant has and will not receive funding from any other source for the same activities for which funding is being requested from the MORE program.
6. The Applicant has the legal authority to enter into a Grant Agreement or Loan Agreement with the Department and to perform the activities described in the application.
7. The Applicant has the financial and administrative capacity to carry out the proposed activities and to comply with all requirements of the Grant Agreement or Loan Agreement.



Sign Electronically

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Overview

On the following pages, you will be asked to provide information about each mobilehome you plan to assist with program funds. It's important to provide detailed information including the current condition, the repairs or upgrades needed, and the estimated cost of those repairs or upgrades.

Upload all relevant documentation or reports, such as inspection reports or contractor estimates to the application portal.

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 1

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 2

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 3

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 4

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 5

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 6

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 7

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 8

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 9

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Mobilehome 10

Name of Resident	
Lot #	
Address	
How was eligibility verified?	
Project Type	
Project Description	
If a notice of violation was cited, please explain.	
Estimated Project Cost	
How was the estimated project cost determined?	
Who will contract the repairs?	
Have qualified/licensed vendor(s) already been selected? If yes, identify each vendor.	

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Estimated Project Budget and Cost Allocation

In the table below, itemize the costs for each cost category by the funding sources that will be used.
List the other funding sources in the column headers labeled 1-3.

Cost Category	MORE Act Funds	1.	2.	3.	Total
Mobilehome Repairs					
a. Equipment, Materials, Installation					
b. Architectural / Engineering Fees					
c. Permits and State / Local Fees					
d. Relocation (CCR, Title 25, §8020)					
e. Other Costs Not Already Listed					
Mobilehome Accessibility Upgrades					
a. Equipment, Materials, Installation					
b. Architectural / Engineering fees					
c. Permits and State / Local Fees					
d. Relocation (CCR, Title 25, §8020)					
e. Other Costs Not Already Listed					
Mobilehome Energy Efficiency Upgrades					
a. Equipment, Materials, Installation					
b. Architectural / Engineering fees					
c. Permits and State / Local Fees					
d. Relocation (CCR, Title 25, §8020)					
e. Other Costs Not Already Listed					
Mobilehome Replacements					
a. Cost of New Mobilehomes					
b. Architectural / Engineering fees					
c. Permits and State / Local Fees					
d. Site Preparation					
e. Transportation / Installation					
f. Removal / Salvage					
g. Relocation (CCR, Title 25, §8020)					
h. Other Costs Not Already Listed					
Total					

Section 400. Rehabilitation or Replacement of Resident's Mobilehomes

Project Information

Other information about the project that you'd like to share (optional).

Final Certification

I, on behalf of the applicant, certify that the information provided in this application is, to the best of my knowledge and belief, true and correct and that I possess the legal authority to submit this application on behalf of the applicant.

Sign Electronically

Congratulations! You Finished!

We appreciate your attention to detail and dedication to ensuring safe, habitable, and affordable housing for residents in your mobilehome park.

The next step is to upload your application, along with any supporting documentation that you are providing, to the HCD web portal. After we receive your application, it will be reviewed by our team, and we will notify you of our decision as soon as possible.

If you have any questions or concerns, please don't hesitate to reach out to us. We are committed to working with you throughout the application process and beyond. Thank you for your commitment to improving the lives of mobilehome park residents, and for considering the Manufactured Housing and Opportunity Revitalization Program as a resource to support your efforts.

We wish you the best of luck with your proposed correction project and look forward to working with you to ensure the success of the project.

