

2023 Manufactured Housing & Opportunity Revitalization Program Application for Private Mobilehome Park Owners

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State of California

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

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Instructions

Welcome to the MORE grant application for private mobilehome park owners. 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 that special occupancy parks (RV parks) are not eligible.

Section 301 Summary for Private MobileHome Park Owners

Section 301 of the Manufactured Housing & Opportunity Revitalization Program provides loans to private park owners to address Mobilehome Parks Act deficiencies or violations cited by enforcement agencies. These loans can also be used for necessary repairs or removal of individual Mobilehomes.

As a Private Mobilehome Park Owner, you are eligible if you meet the following requirements:

1. HCD determines the loan will have a substantial benefit to Low-Income Residents.
2. You do not have access to other financing or resources necessary to complete the needed repairs.
3. You own only one Mobilehome Park for which funding is being applied. However, if after six months following the issuance of the first NOFA, 55% or more of the funds remain uncommitted, HCD may revise eligibility requirements by increasing the number of Mobilehome Parks a Private Mobilehome Park Owner may own to no more than three Mobilehome Parks

You must demonstrate organizational stability and capacity, which can be achieved by having dedicated staff or partnering with a Local Public Entity or a nonprofit organization with relevant experience. If you don't satisfy the requirement of Section 301.1(e)(1), you may subcontract with an Administrative Subcontractor who meets these requirements.

Eligible costs under Section 301 include repair costs for Mobilehome Parks and individual Mobilehomes, permit-related fees, and essential utility connection repairs. The Department may approve additional costs at its discretion. Maximum loan amounts are published in the current Notice of Funding Availability (NOFA), and awarded amounts should be the minimum needed to meet permit requirements.

Section 301 loans have a 35-year term, an interest rate no higher than 3%, and may be awarded as Forgivable Loans. The Department may grant loan term extensions and charge a monitoring fee up to 0.42% of the loan's principal balance.

Mobilehome Parks receiving program funding are subject to 35-year Affordability Restrictions. For the first 30 years, rents must be affordable for households earning less than 80% of the Area Median Income or 30% below fair market rents for comparable spaces. The percentage of spaces with Affordability Restrictions varies depending on the total number of spaces. From years 31 to 35, annual rent increases up to 10% are allowed. You must provide a 12-month written notice to residents before selling or redeveloping the Mobilehome Park, with certain exceptions.

Eligibility Requirements

I, as or 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 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 either subcontract with an Administrative Subcontractor who satisfies the requirements of Section 301.1(e)(1) or partner with a Local Public Entity or a nonprofit organization that has successfully administrated an affordable housing program within the last year to fulfill the experience requirements as per Section 301.1(g) of the guidelines.



Sign Electronically

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	

Partnered Local Public Entity or Qualified Nonprofit Housing Sponsor (if applicable)

The partnering entity must complete and sign and the Partnering Entity Affirmation form.

Name	
Organization Type	
Address	
City	
Zip	
State	
County	
Contact Name	
Contact Title	
Contact Phone	
Contact Email	

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's Name	
Phone Number	
Email Address	
Address	

Park Operator	
Contact's Name	
Phone Number	
Email Address	
Address	

General Contractor	
Contact's Name	
Phone Number	
Email Address	
Address	

Architect	
Contact's Name	
Phone Number	
Email Address	
Address	

Other	
Contact's Name	
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	

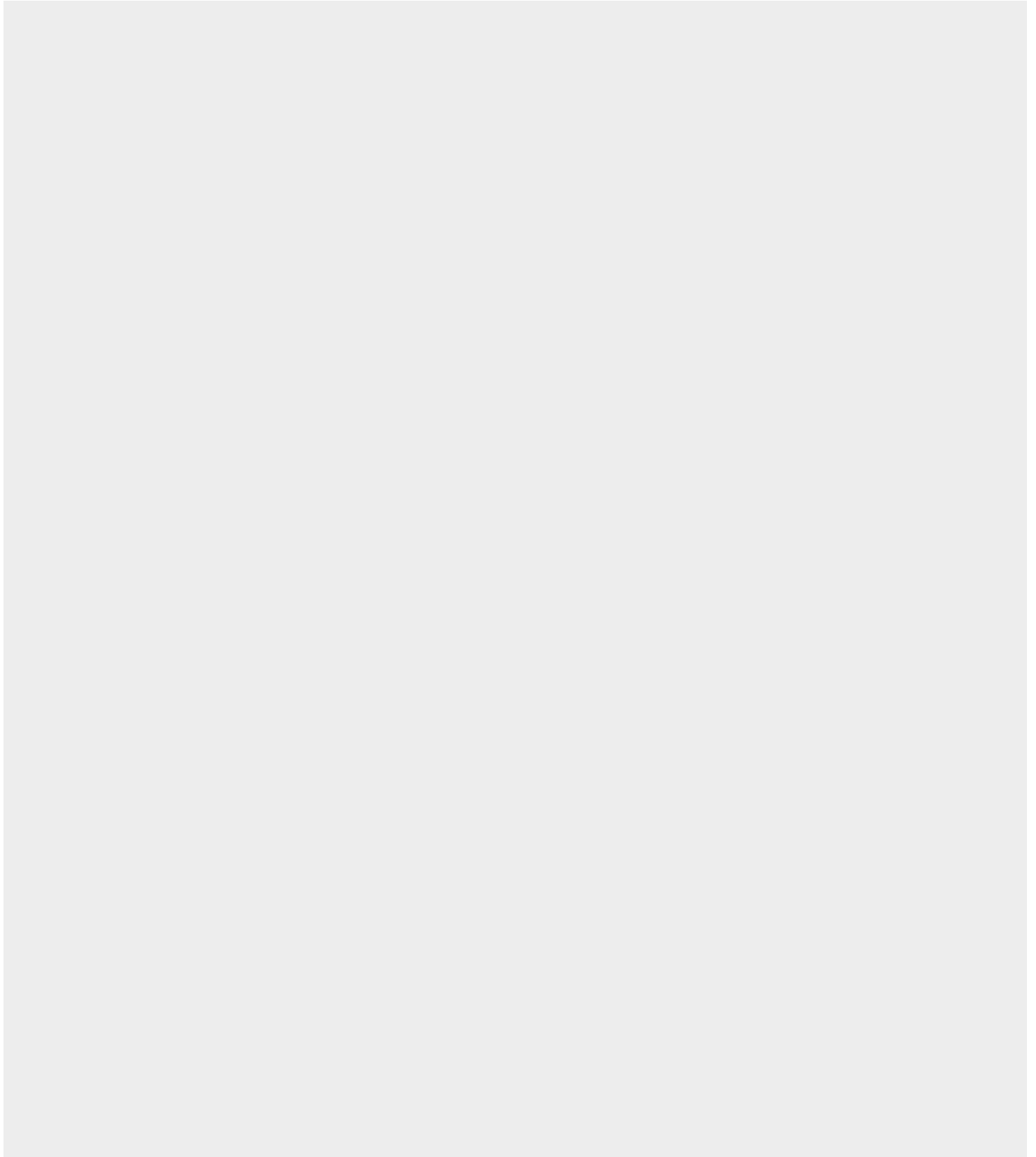
Funding Source (Name)	
Amount Requested	
Date Requested	
Date Denied	
Reason For Denial	

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.



Organizational Stability and Capacity

Private mobilehome park owners must demonstrate they have sufficient organizational stability and capacity to carry out the activity. To demonstrate stability and capacity they must have staff that are 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 having successfully administrated a similar project within the past year. If private mobilehome park owner does not meet the requirement on its own, it can subcontract with an administrative subcontractor or partner with a local public entity or qualified nonprofit housing sponsor that meets the criteria.

Select how the applicant is demonstrating stability and capacity.

Demonstrating Stability and Capacity

Instructions for completing the narrative.

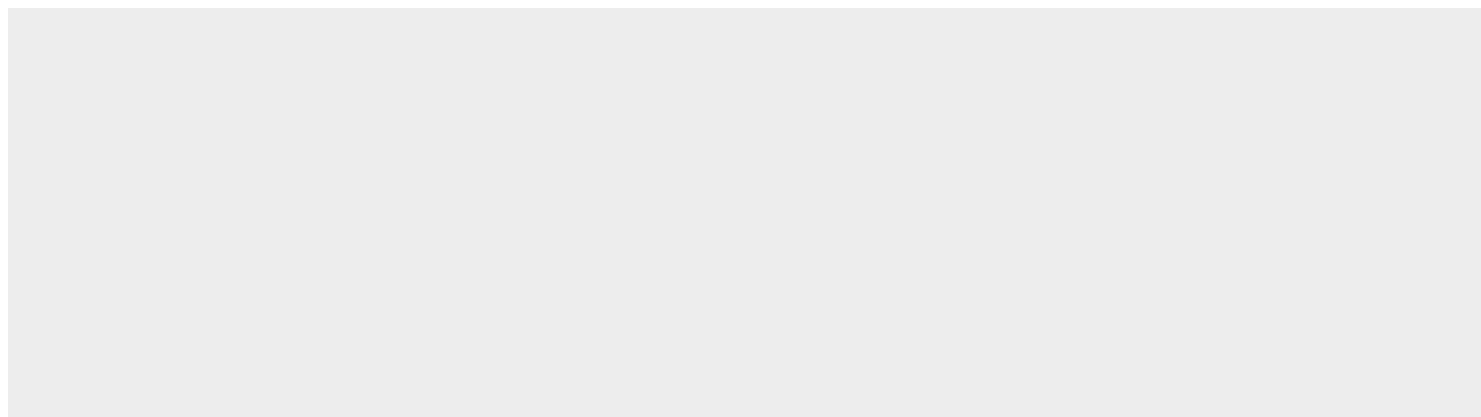
If the park owner is demonstrating stability and capacity by their staff, describe the qualifications, experience, and responsibilities of the staff members committed to the proposed project, and how they will ensure that the project is completed successfully.

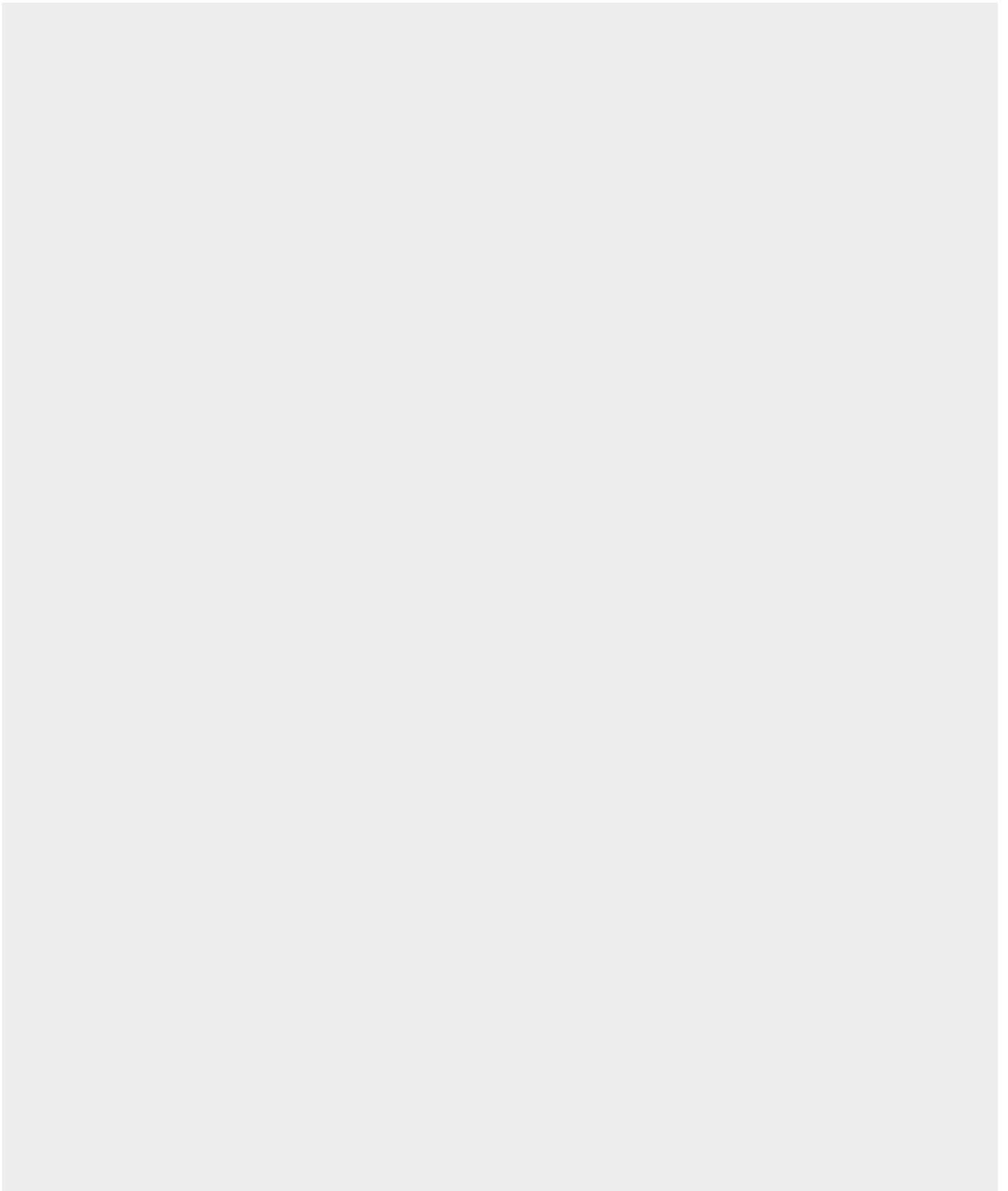
If the park owner is demonstrating stability and capacity by having successfully administrated one similar project within the past year, provide a brief description of the similar project that was successfully administered, including the scope of the project, the role of the applicant, and the outcomes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

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

If the park owner is demonstrating stability and capacity by partnering with a local public entity (LPE) or qualified non-profit housing sponsor (QNPHS), provide the name and contact information of the partner organization. Describe the nature of the partnership, the partner organization's experience in administrating affordable housing programs, and how the partnering organization will contribute to the successful completion of the project.

Additional space has been provided on the following page.





Deficiencies and/or Notices of Violations to Correct

In the following pages, you will need to provide detailed information about each of the Mobilehome Parks Act deficiencies or violations that have been cited in a notice of violations issued by HCD or a local enforcement agency. You can submit up to 10 deficiencies and/or violations in a single application.

You will also need to provide detailed information about the proposed correction, including estimated costs, and explain how you determined the estimated costs to correct the deficiency or violation is reasonable.

If you have other funding sources that will be used in addition to the MORE funds, ensure you document the total costs to correct the deficiencies and violations, not just what you are proposing to use the MORE funds for. You will have the opportunity to break out the total costs by funding source later in the application.

Upload all supporting documentation as attachments using the HCD application portal website, including but not limited to:

1. The original citation.
2. Estimates from impartial and appropriately licensed contractors.
3. Documents supporting the proposed correction method.
4. Any additional information or documentation relevant to your application.

Ensure that all uploaded documents are clearly labeled and organized for easy review.

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).	

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).	

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).	

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).	

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).	

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).	

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).	

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).	

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).	

Deficiency / Notice of Violation 10

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).	

Estimated Project Budget and Cost Allocation

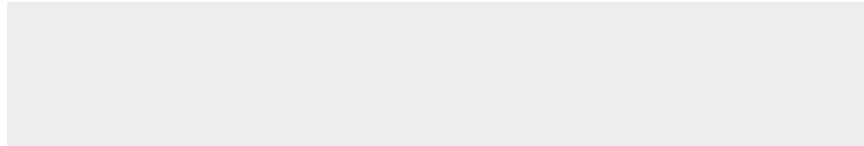
In the table below, itemize the costs for each cost category by the funding sources that will be used.

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 managemensent					
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					

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.

