



**Manufactured Housing Opportunity and  
Revitalization (MORE)  
Program Guidelines  
County of Nevada**

County of Nevada  
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## **MANUFACTURED HOUSING AND REVITALIZATION OPPORTUNITY (MORE) PROGRAM OBJECTIVE**

Nevada County, through its Manufactured Housing Opportunity & Revitalization (MORE) Program, provides rehabilitation assistance to income-qualified manufactured and mobilehome homeowners, funded by California Department of Housing and Community Development (HCD). The program is designed to provide one-time grants to households with 80% AMI or less.

Allowable repairs include eliminating code violations, substandard conditions, and health and safety issues (e.g., plumbing, roofing, electrical, heating, accessibility upgrades, energy efficiency upgrades, and other qualified work per California Code of Regulations (CCR) Title 25, Section 1606. Only manufactured housing units and mobile homes in which the owner is the primary resident and the home is located in Nevada County are eligible for assistance. Property owners may contact the Nevada County Housing and Community Services Department to obtain the most current program information.

## **FAIR HOUSING**

This program will be implemented in ways consistent with the Lender's and County's commitment to Fair Housing. No person shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with MORE program funds on the basis of their religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (children), physical or mental disability, sexual orientation, or other arbitrary cause.

## **CONFLICT OF INTEREST**

No member of the governing body of the locality and no other official, employee, or agent of the County government who exercises policy, decision-making functions, or responsibilities in connection with the planning and implementation of the program shall directly or indirectly be eligible for this program, unless the application for assistance has been reviewed and approved according to applicable California Department of Housing and Community Development (HCD) guidelines. This ineligibility shall continue for one year after an individual's relationship with the County ends.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner builders are reimbursed for materials purchases which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by Housing staff to be part of the scope of work. Owner/builders are not reimbursed for labor. The County reserves the right to determine if the owner is capable of owner/builder rehabilitation work.

## ELIGIBILITY

### OUTREACH

When grant funds are available, the Grantor shall conduct a periodic program to advertise and promote the program so that all those in need of rehabilitation assistance are aware of the Grantor's programs. Efforts will be made to contact eligible households.

### APPLICANT ELIGIBILITY

- Owner-occupied applicant.
- Must be existing homeowner and occupy the residence. Proof of occupancy will be required.
- Applicant must have a likelihood of continuing to reside in the property for a minimum of two years.
- Any violation of these requirements represents an event of default.

### INCOME ELIGIBILITY

Income eligibility is based on the occupant's gross annual income and must be at or below 80% AMI.

The owner will be required to provide income documentation as detailed in Appendix H, Gross Income Limits Defined Under CCR Title 25 Section 6914. Income limits are defined in Appendix K and Appendix L, Income Limits Defined Under CCR Title 25 Section 6928 and 6932 and the 2024 HCD Income Limits.

Classification within the low-income category is based on household size and the gross income of the homeowner(s) and any other income earning adults residing in the home. Households may be eligible if income is at or below 80% of the area median income, subject to adjustments for family size and income and other adjustment factors by the United States Housing and Urban Development Department, in accordance with CCR Title 25, Section 6928 and Section 6932. For the purposes of the MORE program, the Gross Income calculation is based on CCR Title 25 Section 6914 definition.

Annual Gross Income limits for family sized are as follows:

Household Size	1	2	3	4	5	6	7	8
Income Limit	\$58,350	\$66,700	\$75,050	\$83,350	\$90,050	\$96,700	\$103,400	\$110,050

### PROPERTY ELIGIBILITY

- The manufactured or mobile home must be owner-occupied and of low-income household.
- The manufactured/ mobilehome must be located within the County of Nevada.
- The property must be zoned for appropriate residential use.
- HCD's manufactured and mobile home codes must allow the proposed improvements (CCR Title 25, Section 1606) (Appendix J).
- The rehabilitation must bring the property into compliance with existing HCD, and County building and zoning codes, if applicable.

- Property taxes and Homeowner’s Association dues must be paid and current during the term of the grant.
- Applicants must have evidence of ownership through a Grant Deed or Registration or Certificate of Title for the home listed on the application

**ELIGIBLE COSTS**

- Funds can be used to pay all back owed fees and taxes, which would allow the homeowner to obtain ownership of the unit. Property taxes are not allowable.
- Rehabilitation funds are for the sole purpose of reimbursing construction expenditures as identified in the approved scope of work.

**PRIORITY APPLICANTS**

- **Priority Pool 1:** Manufactured/ mobilehome that have received a notice of violation from the enforcement agency requiring repair(s) and/or alteration(s), **OR**
- **Priority Pool 2:** A Manufactured/ mobilehome requiring a repair(s) or alteration(s) where the homeowner has obtained a report from a licensed contractor, licensed engineer, or licensed architect, or County inspection staff, detailing the conditions and the associated subsections from CCR Title 25, Section 1606 (Appendix J), **OR**
- **Priority Pool 3:** The Manufactured/mobile homes needing accessibility or energy upgrades.
- **Priority Pool 4:** All other manufactured/mobile homes that could not be assisted in Priority Pools 1-3.

**REQUIREMENTS OF FUNDING**

**PROPERTY MAINTENANCE**

The applicant is required to maintain the property in good condition and in compliance with applicable County and State laws and codes.

**INSURANCE**

**STANDARD PROPERTY INSURANCE**

Grantee must maintain property insurance coverage. If grantee does not have current insurance, grant funds will not be available.

**FIRE INSURANCE**

The Grantee shall maintain fire insurance on the property. This insurance must be an amount adequate to cover all encumbrances on the property.

**FLOOD INSURANCE**

Projects located in Flood Zones will be excluded from the program.

## APPLICATION REQUIREMENTS AND PROCESSING

### INTAKE AND APPLICATION PACKAGE

Applicants for the County's MORE program must provide the information identified on the Application (Appendix A). Applications will be processed on a first-come, first served basis, with priority given to applicants qualified in Pool 1 and Pool 2. Applications may be submitted in person or electronically. Applicants in need of assistance on how to complete the application will be provided assistance upon request. Materials and resources for the program are available on the County's website at <https://www.nevadacountyca.gov/4092/Manufactured-Housing-Opportunity-and-Rev>.

To be considered for assistance, the applicant must provide:

- Intake application completed with all household information and signed by all household members aged 18 and older.
- Current proof of income for all household members 18. Supporting documentation for proof of income may include:
  - Prior year tax returns
  - Pay stubs (tabulated for annual income)
  - Social Security letter or stub
  - Statement of loss of income (for persons who are self-employed) including current year annual income projection.
  - Other proof of income or loss of income.
  - Signed statements of no-income
  - Income Self-Certification Form (Appendix B)

### APPLICATION REVIEW

The application period will open on a continuous basis until all funds have been allocated. Initial review of applications will begin 30 days from application opening date. Applications will be received and processed as quickly as possible, and applicants will be placed on the applicant list at the time they apply for the program according to the Priority Pools. Applications will continue to be accepted after the 30 day period and placed on the list according to the Priority Pools.

Applicants shall provide information needed for the income and property verification process and what improvements are needed in a timely manner. If information is not forthcoming in a reasonable time period, the applicant shall be informed that their position on the applicant list may be affected.

After initial evaluation and funding of applications received in the initial 30-day period, the application period will re-open. This review process will continue as funding permits.

After the initial 30-day application window, the applications will be evaluated and approved as funding permits, based on the following criteria:

- **Priority Pool 1:** Applications from this pool will be awarded first. This pool includes applications in which:
  - 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 CCR Title 25 of the California Code of Regulations, §1606.

- **Priority Pool 2:** Applications from this pool will be awarded once all eligible applications from pool one have been funded. This pool includes:
  - Residents with a Manufactured Home or Mobilehome requiring a repair(s) or alteration(s) where the homeowner has obtained a report from a licensed contractor, licensed engineer, licensed architect, or county inspection staff, detailing the substandard conditions and the associated subsections of CCR Title 25 of the California Code of Regulations, § 1606.
- **Priority Pool 3:** This pool will be awarded after all eligible applications from pools 1-2 and will include manufactured and mobile homes needed accessibility and energy efficiency upgrades.

**Priority Pool 4:** This pool will be awarded after all eligible applications from pools 1-3 and will include all other income eligible applications not listed above.

#### **INCOME DOCUMENTATION AND ELIGIBILITY VERIFICATION**

Upon receipt of a completed application package, applications will be reviewed for completeness and financial information will be reviewed for compliance with program parameters. All income will be verified.

#### **REHABILITATION AND CONSTRUCTION PROCEDURES**

##### **LEAD BASED PAINT NOTIFICATION**

Program participants rehabilitating homes constructed prior to January 1, 1978, must be provided with the proper disclosure notification concerning lead-based paint (LBP) hazards. Whenever pre-1978 houses are rehabilitated please refer to Title 24 Code of Federal Regulations (24 CFR) Section 570.608, lead based paint for guidance. The costs associated with meeting these requirements may be eligible to be paid for with CDBG funds, if available. Evidence of the receipt of this information must be clearly documented in the grant file.

##### **PROPERTY IMPROVEMENTS**

The goal of the MORE program is to provide health and safety related repairs to low-income mobile home and manufactured homeowners. All improvements must be physically attached to the mobile home or manufactured home and must be permanent in nature. General property improvements should be limited to the amount necessary for the repairs outlined in the Scope of Work that address health and safety concerns as outlined by CCR Title 25 Section 1606. Luxury items are not permitted. If building materials that are normally considered “luxury items” are necessary due to a medical condition of a household member or for reasons of accessibility, the County may approve the use of such materials.

Examples of eligible improvements include but are not limited to:

- Replacement of heat and cooling units.
- Plumbing issues
- Any jobs that are health and safety related as outlined in CCR Title 25 Section 1606

Examples of non-eligible improvements include swimming pools, patios and patio covers, room additions that are for leisure, landscaping upgrades, hot tubs, custom cabinets, and high-end appliances, fence repairs, exterior paint or items to improve the appearance of the property but are not health and safety related.

The description of repairs provided with the application will be reviewed and initially approved by the County at the time of eligibility approval. A more detailed Scope of Work will be developed after County inspections have been completed. Only items identified in this Scope of Work may be funded by the County's MORE program, unless change orders are necessary to address unknown items.

### **PROPERTY INSPECTIONS AND CLEARANCES**

Preliminary inspections will be scheduled after applicant has been notified of eligibility approval. Prior to entry by County staff or authorized representative for inspections, the owner shall agree to the right of entry by signing the Right of Entry Agreement (Appendix F) between the County and the owner. Preliminary inspections will allow the County to verify the extent of repairs needed to correct County code violations or to ascertain the existence of other property deficiencies. After inspections, a Scope of Work Report will be developed by the County outlining repairs to be addressed.

The County may require additional inspections of the property to be conducted at any time during the rehabilitation process to assure compliance with County and State Building Codes, HCD, and HUD Lead Based Paint Standards. The applicant must also permit all other inspections, evaluations, and clearances deemed necessary regarding the property such as the environmental clearances, rehabilitation work, materials, equipment, payrolls, and conditions of employment pertaining to the work.

Any required lead-based paint inspections will be performed and paid for by the County in compliance with State and Federal LBP regulations. Any costs associated with the removal or clearance of lead-based paint will be added to the MORE program. When these costs exceed the maximum grant, the County can authorize increasing the grant to pay for these federally mandated procedures including the cost of building rehabilitation.

Lead-based paint reports will be provided to the Homeowner and made available to the contractors working on the property. Only a Certified Contractor can remove the lead-based paint. The contractor engaged to remove the lead-based paint will not be paid until evidence of a lead-based paint clearance is presented to the County.

### **BIDS**

After preliminary inspections and the application is approved, Homeowner will obtain three (3) bids from licensed contractors. Nevada County will assist as needed for homeowner to contact and identify Contractors to perform the work. Once a bid has been selected, all work will be completed within a period not to exceed 180 days.

### **CONSTRUCTION**

The licensed contractor will complete the rehabilitation construction within the schedule identified above. The County may extend, in writing, the deadline for completing improvements for a period reasonably necessary to overcome a delay if the delay is due to a cause that is beyond the applicant's reasonable control. A cause is beyond the applicant's reasonable control if they could not have foreseen

and avoided the cause. Such causes include, but are not limited to, acts of God; unusually severe weather or fire; concealed conditions; and unavoidable inability to secure materials, supplies tools or transportation.

### **CHANGE ORDERS**

All change orders to the contract require the signature of the contractor, the County, and the applicant.

### **REHABILITATION STANDARDS**

All repair work will meet Uniform Building Code standards, HUD permitting standards and/or any other standards that apply to mobile/manufactured homes. The priority will be the elimination of any substandard condition and nuisance pursuant to CCR Title 25 of the California Code of Regulations, §1606. Additionally, all repair work will comply with any special design or construction standards established by the County to preserve historic buildings. Rehabilitation work should incorporate energy efficient/green building materials.

In the case of multi-family units in which the owner occupant is income eligible, but a tenant is not, the rehabilitation shall be limited to those that benefit the overall structure (roof, exterior changes) and the interior changes for the income eligible household. Only. The priority will be the elimination of substandard condition and nuisance pursuant to CCR Title 25 of the California Code of Regulations.

### **TIMING OF REHABILITATION PROJECTS**

- Eligibility Approval for applicant
- Obtain signed Right to Entry Form (Appendix F)
- Inspections completed by County
- County develops Scope of Work report to outline approved repairs
- If necessary, County Assists Homeowner to Obtain bids for work outlined in the Scope of Work
- Obtain Grant Agreement from the homeowner (Appendix D)
- Approval
- Obtain signed Homeowner/Contractor Agreement (Appendix E)
- Issue Notice to Proceed (Appendix G)

### **MOBILEHOME AND MANUFACTURED HOME REPLACEMENT**

Manufactured and mobile home replacement must be completed by a contractor holding a C-47 license. Should the cost to repair a mobile home be more than the cost to replace it, replacement costs may be eligible. The County will consider replacing a home if repair costs exceed \$75,000. Any manufactured or mobile home 1976 or older will be replaced rather than repaired. Eligible costs include:

### **ELIGIBLE COSTS**

Should the cost to repair a mobile home be more than the cost to replace it, replacement costs may be eligible. Eligible costs may include:

- Cost of a new mobile home
- Site preparation
- Transportation of the home

- Installation
- Removal of the existing mobile home
- Salvage costs
- Relocation costs pursuant to [CCR Title 25 Section 8020](#)

## **PROCUREMENT**

Procurement of new mobile homes or manufactured homes will follow all County procurement practices. Any home replacement will be approved by HCD.

## **FINANCING**

### **MAXIMUM FUNDING AMOUNTS**

In all cases, the maximum grant amount shall be determined by the County according to the need and specific conditions per each rehabilitation project. The maximum award to a resident shall be for the minimum amount needed to complete the repairs or replacement.

The grant amount may include:

- Construction contract expenses (the accepted bid price for the cost of materials and labor);
- Construction contingency
- Drafting and engineering fees, if any;
- Termite inspection charges;
- Other inspections charges;
- Credit report review fees;
- Permit fees and related building fees,
- Site preparation for replacement housing;

## **GRANTS**

All funds provided under the program will be in the form of a grant. A Grant Agreement will be required to be executed by each applicant once grant funds are awarded to their project. The Grant Agreement is included as Appendix D.

### **GRANT DOCUMENTATION**

Grantor shall determine the grant amount based on the consideration of:

1. The selected bid contractual amount
2. 10 to 20 percent contingency
3. Plan or drawing preparation, if any
4. Pre-project inspections (termite reports, lead based paint inspections)

### **GRANT APPROVAL**

A grant package will be prepared by the Grantor that: confirms the applicant and property eligibility including environmental documents, lists the estimated grant and construction costs, and includes any other information particular to the grant. By preparing a grant package using all the income and property

eligibility, the determination of the amount to the grant will be outlined for review and approval by the department head.

In order to receive grant funds, applicants must meet all property and eligibility requirements in effect at the time of grant approval. Applicants will be provided with written notification of approval or denial. Reason for denial will be provided to the applicant in writing.

A Notice to Proceed may be issued upon signing the Grant Agreement and the Homeowner/Contractor Agreement.

### **GRANTEE FILE DOCUMENTATION**

The original grant documents shall be maintained in the project file and provided to the County once the project is complete.

The construction documents shall be filed in the project file.

The Grantor shall make all payments as prescribed in the contracts and submit funds requests to the County once payments have been made to the contracts for each project.

### **CONTRACTING PROCEDURES**

All rehabilitation work must be carried out using the adopted MORE Program Guidelines. The Grantor will prepare the bid package and assist the Grantee in negotiating the contract; the selected contractor will be Best Value. A notice of completion must be recorded with the County Recorder, when applicable. All general and sub-contractors:

- must be checked and cleared with HUD's federal debarred list of contractors
- Have a DUNS number
- Be actively licensed and bonded with the state of California
- Must have a public liability insurance to the Grantor's required limits, and if applicable, maintain Worker's Compensations and Employer Liability insurance to the extent required by State Law
- Must comply with all federal and state regulations

### **HOMEOWNER/CONTRACTOR AGREEMENT**

The Homeowner/Contractor Agreement helps establish the responsibilities of the homeowner and contractor as they relate to the construction contract, program guidelines and procedures, requirements of the grantor (County), state and federal government, and the project in general. The Homeowner and contractor must both abide by the provisions contained within the Agreement, as evidenced by their signatures, or the grant will not be funded.

The Homeowner/Contractor Agreement is provided in Appendix E. The Agreement is the "written contract" required in the Standard Agreement.

### **COMPETITIVE BIDS**

Contracting must be done on a competitive bid basis. The contract must be awarded to the lowest-cost, qualified bidder who meets the program's licensing and insurance requirements. The applicant may not award any contract for rehabilitation work to any contractor who, at the time of bid acceptance, does not

have a current and valid State of California contractor's license or valid insurance. A contract may not be awarded to a contractor who has been disqualified by the County, HCD, or HUD. The County reserves the right to disqualify any contractor it deems unqualified to carry out the work to be performed.

#### **NOTICE TO PROCEED**

Once a contractor has been selected, the County will authorize work to begin using a Notice to Proceed form (Appendix G). In the event an applicant begins construction work before County approval is given, such work will not be an eligible activity under the MORE program.

#### **CONTRACTING**

All contracts for rehabilitation work will be between the Property Owner and the Direct contractor. Repair work will be managed under Nevada County's Direct Pay Policy and all payments will be made directly from the County to the Direct Contractor. For mobile home replacements the County will develop a master services list of providers of mobile homes. Master Service List contracts will be signed with these providers and the county.

#### **FINAL INSPECTION**

After all rehabilitation work is finished, the property will be inspected by the homeowner and the County to verify that the approved scope of work has been completed. This inspection is required before the final grant disbursement will be approved.

#### **CONTRACTOR LIEN RELEASE**

After a contractor completes the approved rehabilitation work, a request for final payment must be accompanied by a complete and signed lien release for all construction and material liens whether or not recorded against the subject property.

#### **NOTICE OF COMPLETION AND CERTIFICATE OF COMPLETION**

A Notice of Completion must be filed with the County Recorders office and a Certificate of Completion will be signed by the Direct Contractor, Homeowner and County.

#### **FUNDING THE APPROVED REPAIRS**

Upon application approval by the County, development of a Scope of Work Report, and selection of qualified contractors, the County will create material requisitions for each contractor per procedures for the Master Services List of contractors approved by the County (material requisitions are used to open purchase orders). Checks will be made payable to the contractor in the amount of the funds to be disbursed per the contractor agreement after all work is completed. All funding documents will be made part of the permanent file.

#### **ACCEPTANCE OF WORK**

Through the MORE program, the County provides funding to projects and assists with monitoring the project according to the approved scope of work. The County will not be a party to any claims or disputes between the owner and contractor.

In the event a dispute arises between the Homeowner and the contractor concerning the contracted scope of work, the County will refer the Homeowner and/or contractor to the State Board of Contractors. The contractor and owner agree to protect, defend and hold harmless the County for unpaid work, labor or materials with respect to the contractor's performance or for the contractor's failure to complete work or within the agreed-upon period.

## **GRANT MAINTENANCE AND ACCOUNTING**

### **PROGRAM RECORDS**

The County is responsible for reviewing all application and grant documents for accuracy and adherence to program guidelines. Any special issues will also be reviewed. A checklist will be used to determine required documentation for complete records.

### **FILE ORGANIZATION**

Awardee file organization is an important aspect of grant portfolio management. The objectives of this procedure are:

- To ensure that all files contain the documentation necessary to support sound eligibility decisions.
- To ensure that files are organized in a way that is efficient and clearly understood by individuals requiring access to the files.

The sections of the Grantee's file are as follows:

- Completed and signed application
- Documentation demonstrating that the resident owns the Mobilehome.
- Proof of residency
- Income documentation establishing that the resident is a Low-Income Resident within the meaning of the MORE Guidelines, as outlined by CCR Title 25 Section 6928 and 6932.
- Documentation of the Activities for which the Grant is requested and the projected cost of Work. For Residents eligible for assistance under Section 400.5(a) of the MORE Guidelines, include a copy of the notice(s) of violation from the enforcement agency requiring the Work to be done on the Mobilehome. For Residents who are eligible for assistance under Section 400.5(b) of the MORE Guidelines, include a copy of the report from an appropriate professional which details the conditions and associated subsections of 25 CCR Section 1606 which are to be remediated with Program funds.
- A copy of a written notice of award delivered (email) to the resident which sets forth the amount of the grant and date of the award
- Copies of completed inspections
- Completed Approval Form (Appendix C)
- A copy of each Homeowner/Contractor Agreement with each entity employed to perform any portion of the work in connection with the mobile home or manufactured home
- Bids/Work Write-Up (signed accepted work write-up with insurance and license information for each accepted contractor, copy of original, unexecuted work write-up/inspection report). A sample copy of a Notice to Proceed (Appendix G).

- Invoices for Work completed in connection with the mobile home and any proof of payment of such invoices.
- A final certificate of occupancy for the Mobilehome (or an equivalent form of occupancy certification or approval) issued by the local agency having jurisdiction over such certificates
- Any additional correspondence letters with the homeowner

The Nevada County Housing and Community Services Department will keep documentation related to the following:

- Fund Disbursement (record of funding and disbursements, copies of all construction invoices, lien releases, disbursement authorizations, checks issued, copy of funding check from County and associated back up documentation).

### **CLOSING THE GRANTEE FILE**

After a project has been paid in full and the corresponding HCD project completion documents have been properly completed, the file will be closed. The file will indicate “Completion” (or another notation if appropriate) on the exterior of the file folder, and the file will be stored in a separate area. The grant tracking spreadsheet will be updated as well as any file required for County year-end accounting and reconciliation. Closed files should be maintained for a period of not less than five years. after which the file can be destroyed. Files are destroyed in accordance with the County’s file destruction process.

### **GENERAL**

The MORE program is administered by the Nevada County Housing and Community Services Department based upon the MORE program guidelines adopted by the Nevada County Housing and Community Services Department. County staff may make technical changes to the program guidelines or any from, application, agreement, or other document used to implement the MORE program.

### **DISPUTE RESOLUTION AND APPEALS**

Any person/household applying for a rehabilitation grant through the MORE program has the right to appeal if their application is denied. In addition, during pre-construction, construction, or post-construction periods, the Grantee has a similar right to have any disputes heard and resolved.

Rehabilitation program representatives are primarily responsible to ensure that the program is implemented in compliance with state and federal regulations in a timely and responsible manner. This includes developing accurate and professional files, work write-ups, and contract documents. Program representatives attend the meeting between the homeowner and the contractor when the contract documents are signed and facilitate in the clarification and/or corrections of proposed work, so a clear understanding is established between both parties.

During the completion of construction, the contractor’s work is monitored for code compliance by the County and HCD as necessary.

The contractual obligation for rehabilitation is ultimately between the contractor and the homeowner. If a situation occurs where the two parties are in conflict, the following procedure will occur:

Before any intervention occurs, the homeowner or contractor shall communicate perceived problems or complaints directly to the other party. In an attempt to resolve the differences, each will give the other an opportunity to respond or correct the problem.

If the first attempt fails, the homeowner or contractor may ask the program Representative or designee to informally intervene. This intervention might include telephone calls to the contractor or homeowner, meeting(s) at the job site or in the office, or other actions as seem appropriate, including such things as the establishment of written working guidelines, or other post-contractual agreement.

If the Program Representative or designee is unable to satisfactorily resolve the homeowner-contractor differences, the homeowner, contractor, or program representative, will contact HCD detailing the problem. In cases of building code compliance or questions of construction quality, the building inspector might also be contacted.

It must be recognized that the homeowner has other options which they may choose to utilize, including contacting the Contractors State Licensing Board and submitting a complaint.

Any controversy between the parties that cannot be settled through the informal intervention process outlined above shall be submitted to binding arbitration. Costs for the arbitration will be borne by the loser, or subject to the terms of the arbitration agreement.

The parties shall attempt to agree on a single arbitrator to hear the dispute. If they cannot agree, each party shall appoint an arbitrator. If the two arbitrators cannot agree then they shall appoint a third arbitrator whose decision shall be final and binding. The cost of the arbitration shall be borne by the losing party unless the arbitrator otherwise determines.

The arbitration shall be conducted in accordance with the rules of the American Arbitration Association then in force. The parties expressly agree that the arbitration shall be subject to and governed by the Federal Arbitration Act Title IX USC 1 et seq.

#### **TEMPORARY RELOCATION PROCEDURES**

Owner occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the project coordinator/construction supervisor. A limit of \$2,000 is available when temporary relocation is required and is provided through hotel or motel accommodations selected by the County. Tenant occupied units are excluded from the program.

See Appendix I for full procedures.

#### **SWEAT EQUITY**

Sweat equity will not be allowed in this program.

#### **EXCEPTIONS/PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES**

Any case in which a standard policy or procedure as stated in the guidance does not apply or an applicant treated differently from others would be an exception. In the event of extraordinary or special circumstances, an exception to the guidelines may be granted as long as the exception does not violate the regulations of the program. Staff may initiate consideration of an exception and prepare a report. This

report shall contain a narrative including staff's recommended course of action and any written or verbal information supplied by the applicant. The request shall be presented to the department head for decision and consideration.

## **HISTORIC PRESERVATION COMPLIANCE**

Any property listed on the City, County, or State historic survey must obtain approval from the County's Planning Department for any proposed exterior improvements. The requirement is imposed to assure that the improvements are compatible with the style and architecture of the building, and that they maintain or enhance the character of the property.

## **AMENDMENTS**

Amendments to these guidelines may be made by the Grantor and submitted to HCD for approval.

## **DEFINITIONS**

The following defined terms apply throughout this grant program guideline unless otherwise specified herein:

1. **"MORE"** means Manufactured Housing Opportunity & Revitalization Program (MORE) Grant funds.
2. **"Certificate of Title"** means a record of property ownership. The certificate of title will tell the prospective buyer the size and general shape of the section (property), who owns it and whether there are mortgages, leases, rights of way or other interests registered against the title. It will also tell you whether the land is freehold or leasehold.
3. **"County"** means the County of Nevada, California.
4. **"Eligible Contractor"** means a building contractor who has a current and valid State of California contractor's license applicable to manufactured and mobile homes, County business registration and valid insurance.
5. **"Grant Agreement"** means the agreement between the County and the Participant (manufactured/ mobilehome owner) describing the scope of work, disbursement of County Grant proceeds, use of the property to verify owner occupancy and income eligibility, and conditions of defaults, remedies and termination.
6. **"Grant Eligibility Requirements"** means the requirements that must be met to qualify for a grant.
7. **"HCD"** means the California Department of Housing and Community Development.
8. **"Homeowners"** includes owners of manufactured/ mobile homes. Homeowners are required to reside on the property as their primary residence.
9. **"Lead Based Paint Standards"** means the 1992 Housing and Community Development Act as amended in 1999 which includes regulations requiring that federally funded housing rehabilitation programs assess lead-based paint risks and abate hazards in specific circumstances. For more complete details regarding lead-based paint regulation requirements, refer to [Title X of the HCD Act](#).
10. **"Low Income Households"** A Household whose income is 80% of the median family income subject to adjustments for family size and income and other adjustment factors by the United States Housing and Urban Development Department in accordance with California Code of Regulations, title 25, Section 6928 and Section 6932.

11. **"Manufactured Housing or Manufactured Home"** can be either in a rental Mobilehome Park, on leased land, or on property owned by the occupant. It can either be on a permanent foundation or a foundation system. In these guidelines, with respect to Manufactured Housing not installed on a permanent foundation, terms that typically apply to conventionally constructed housing. For example, rather than holding fee title to the property, a Manufactured Homeowner is listed as the registered owner on the certificate of title issued by the Department.
12. **"Mobilehome"** means a structure as defined pursuant to HSC Section18008, and includes a Manufactured home as defined in HSC Section18007.