

Purchasing Guidelines

Mobile/Manufactured Home Repair & Replacement

The purpose of these guidelines is to establish procedures for the procurement process and administration of funds allocated to the Manufactured Housing Opportunity and Revitalization Program (MORE). These guidelines ensure accountability, transparency, and compliance in the procurement process and use of funds while supporting qualified homeowners in obtaining safe and habitable housing. The program, qualified contractor's list and negotiated agreements will remain active until all allocated funds have been expended or the program expires whichever comes first.

1. Eligibility & Homeowner Selection

- Homeowners must meet program qualifications as determined by the County.
- Only approved homeowners are eligible to participate in repair or replacement activities.
- Documentation of eligibility must be maintained in the program file for each participating homeowner.

2. Repair/Replacement Assessment

- County Contract Manager will inspect and determine repair vs replacement for each qualified homeowner.
- County Contract Manager will prescribe expected outcomes of the specific repair or full replacement for best results and successful outcomes for each unit.

3. Procurement Procedures

3.1 Repairs

- The homeowner or County staff must obtain at least three (3) written quotes for all eligible repair work.
- Contractors must be licensed and active on the County's approved list of Licensed Contractors, maintained and updated throughout the program's lifespan.
- Cost Limits
 - The County will pay the Contractor directly for eligible repairs up to \$75,000 per unit.
 - Payments will be made only to approved contractors following County procurement and payment procedures and with satisfactory completion and verification of repair by the County Contract Manager.

3.2 Full Replacement

- Agreements with Manufacturers: The County will establish negotiated agreements with up to five (5) mobile home manufacturers to provide qualified full mobile home replacements to those who qualify for full replacement.
- Cost Limits
 - Replacement costs shall not exceed \$250,000 per unit.
 - Funds will be disbursed directly to the contracted manufacturer upon satisfactory completion and verification of replacement by the County Contract Manager.

4. Program Budget & Spend Management

- The aggregate program budget is \$1,500,000, which includes all repair and replacement projects.
- The County Contract Manager is responsible for monitoring spend management for each project at the time a homeowner is approved to ensure funds are not over allocated. Should a repair or replacement not be fulfilled, those funds may be reallocated to additional projects so long as funds remain.
- No expenditures may exceed the per-unit limits or the total program allocation.

5. Reporting Requirements

- The Housing & Community Services Department will maintain records of:
 - Homeowner eligibility determinations,
 - Contractor/manufacturer agreements,
 - Quotes and procurement documentation, and
 - Payment authorizations.
- A final program report will be prepared and submitted to the Board after all funds have been fully expended. The report will summarize expenditures, outcomes, and program impacts.