



RESOLUTION No. 25-501

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING THE PURCHASING GUIDELINES FOR THE NEVADA COUNTY DEPARTMENT OF HOUSING AND COMMUNITY SERVICES MANUFACTURED HOUSING OPPORTUNITY AND REVITALIZATION (MORE) PROGRAM; AND APPROVING THE AGGREGATE SPEND FOR THIS PROGRAM IN THE NOT TO EXCEED AMOUNT OF \$1,500,000 FOR MOBILE HOME REPAIRS AND/OR REPLACEMENTS; AND AUTHORIZING THE DIRECTOR OF HOUSING AND COMMUNITY SERVICES, OR THEIR DESIGNEE, TO AUTHORIZE ALL APPROVED PAYMENTS TO THE MOST RESPONSIVE AND RESPONSIBLE CONTRACTORS FOR COMPLETED SERVICES

WHEREAS, the California Department of Housing and Community Development (HCD), as authorized by California Health & Safety Code § 50780 et seq, issued a Notice of Funding Availability, dated May 2, 2023, as amended November 9, 2023 ("MORE NOFA"); and

WHEREAS, the County of Nevada submitted an application to HCD in response to the MORE NOFA ("Application") and in the foregoing capacity, was determined to be an eligible Local Public Entity under the MORE Program pursuant to that certain conditional award letter, dated December 18, 2023, ("Conditional Award Commitment"); and

WHEREAS, pursuant to the Conditional Award Commitment, HCD made a conditional award to the County of Nevada in the amount of one million eight hundred eleven thousand five hundred dollars (\$1,811,500); and

WHEREAS, the Board of Supervisors passed Resolution No. 24-221 on May 28, 2024, authorizing the acceptance of the funds, execution of Standard Agreement, 23-MORE-17979, between the County and HCD, and authorizing the Health and Human Services Agency Director or Director of Child Support Services/Housing and Community Services to execute the Program Award Documents on behalf of the County of Nevada; and

WHEREAS, the County Department of Housing and Community Services released a Request for Qualifications (RFQ) on May 15th, 2025, to create a list of contractors for mobile home repairs and replacements to support the MORE program that closed on June 24th, 2025; and

WHEREAS, no responses were received as a result of the RFQ; and

WHEREAS, the County Department of Housing and Community Services revised Purchasing Guidelines to best leverage efficient delivery of the program, specifying that licensed contractors would contract directly with qualified homeowners and the County would direct-pay licensed contractors for services rendered up to \$75,000; and

WHEREAS, the Auditor Controller's Direct Pay Policy requires Board Approval for Direct Pay expenditures over \$4,000; and

WHEREAS, the County Purchasing Policy requires Board Approval for creating a qualified list of vendors; and

WHEREAS, the Department of Housing and Community Services opened the MORE program for application submittals on August 21, 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the County Board of Supervisors of Nevada County:

1. Authorizes and adopts Purchasing Guidelines, attached hereto as Exhibit 1, for the Manufactured Housing Opportunity and Revitalization (MORE) program administered by the Nevada County Housing and Community Services Program.
2. Authorizes the Auditor Controller's office to direct pay vendors and licensed contractors for mobile home repair services up to \$75,000 provided to a qualified homeowner under the MORE program, until program funding is exhausted, or until June 30, 2027.
3. Authorizes the Purchasing Agent to execute a Master Services List with qualified mobile home manufacturers for mobile home replacements and authorizes the Purchasing Agent to solicit bids for projects as needed to include demolition, utility hook ups and new home installation, and to encumber task orders up to a maximum amount of \$250,000 per replacement unit until program funding is exhausted, or until June 30th 2027.
4. Authorizes the Director of the Department of Housing and Community Services, or designee, to approve all requests for direct pay to vendors or Master Service List Task Orders related to the administration of the MORE program.

Funds to be disbursed from: 1589-50601-451-7000 / 521520

PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 28th day of October 2025, by the following vote of said Board:

Ayes: Supervisors Robb Tucker, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

Absent: Heidi Hall.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN
Chief Deputy Clerk of the Board of Supervisors

By: 


Heidi Hall, Chair

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/manufacture 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.