



Health and Human Services Agency

Ryan Gruver, MPA, Agency Director

Phebe Bell, MSW, Behavioral Health

Paul Johnson, JD Child Support

Tyler Barrington, Housing & Community Services

Jeff Goldman, MPA, Probation

Keri Klein, Public Defender

Kathy Cahill, MPH, Public Health

Rachel Peña, LCSW, Social Services

950 Maidu Ave.
Nevada City, CA 95959

Phone: (530) 265-1627
Fax: (530) 265-2295

DEPARTMENT OF HOUSING & COMMUNITY SERVICES

NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: October 28, 2025

TO: Board of Supervisors

FROM: Tyler Barrington, Housing and Community Services Director

SUBJECT: 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.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: The funding comes from the California Department of Housing and Community Development (HCD) through a competitive application process for the Manufactured Housing Opportunity and Revitalization (MORE) Program, Round 1. Nevada County Department of Housing and Community Services (HCS) was awarded \$1,811,500 for contract number 23-MORE-17979. Revenues are included in the department's FY25/26 budget and there is no impact on the General Fund.

BACKGROUND: On May 2, 2023, the California Department of Housing and Community Development (HCD) announced the availability of approximately \$136 million in funds for the Manufactured Housing Opportunity and Revitalization Program (MORE). The MORE program provides funding to low-income applicants for the rehabilitation and/or replacement of owner-occupied mobile homes within mobile home parks throughout the County. The Nevada County Department of Housing and Community Services (HCS) applied for and received \$1.8 million in funding per Resolution No. 24-221.

In support of this County Program HCS opened a 30-day application period on August 20th, 2025, and mailed approximately 1,800 postcards to all mobile homeowners listed in the County GIS portal. HCS is accepting online and paper applications for the program in English and Spanish and for mobile homes located in both Eastern and Western regions of the County. Eligible

beneficiaries of the program will be selected from applications received, with priorities being set by HCD as follows:

Priority 1 - The Applicant has received one or more notices of violation from the Mobile Home Park's enforcement agency requiring repairs and/or alteration(s) to their Manufactured Home or Mobile Home. Qualifying repairs/alterations constitute a substandard condition and nuisance pursuant to Title 25 of the California Code of Regulations, §1606.

Priority 2 - Residents with a Manufactured Home or Mobile Home 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 Title 25 of the California Code of Regulations, §1606.

Priority 3 - All other eligible applications not listed in pools above once all eligible applications from both priority 1 and 2 have been funded. Construction projects could include energy efficiency and accessibility upgrades.

In May, HCS and the Purchasing Division released a Request for Qualifications (RFQ) to develop a qualified list of licensed contractors to perform mobile home repairs and replacements. No responses to the solicitation were received.

Due to the unsuccessful outcome of the solicitation, HCS staff revised program guidelines with HCD approval in July and August 2025 to allow licensed contractors to sign contracts directly with qualified homeowners. For repair projects, the County would act as a “construction fund controller” making payments directly to contractors through the Auditor-Controller Direct Pay disbursement policy in the maximum amount up to \$75,000 per repair order for each qualified property owner.

For mobile home replacements, with the collaboration and support of the Purchasing Agent and County Counsel, negotiated contracts will be created between the county and mobile home manufacturers who choose to work with the County for this program. The work required to replace a mobile home typically includes but is not limited to demolition or removal of existing structure, utility hookups and foundation work. These costs are estimated at a maximum not to exceed amount up to \$250,000. Payment for the replacement homes will be managed and disbursed in accordance with County contract management best practices.

In order to effectively procure and administer the qualified repairs or replacements for this program, HCS has developed Purchasing Guidelines to define how each repair or replacement project will be purchased and payments made thereto. In addition, the Purchasing Guidelines define budget/spend management and reporting requirements to ensure comprehensive program control and oversight.

These purchasing guidelines will allow the MORE program to proceed with a turnkey solution to serve County residents who qualify for this program effectively and quickly ensuring safe and healthy living spaces. In addition, the guidelines will support requirements of the HCD such as reporting, procurement compliance and homeowner accountability.

Initiated by: Eric Zibbel, Housing Project Manager, Housing and Community Services
Approved by: Tyler Barrington, Housing and Community Services Director