



CHECKLIST: PREPARING FOR MHU REPLACEMENT

MHU AWARD CAP:

\$87,000 for a **single-wide** MHU
\$122,000 for **double-wide** MHU

PROGRAM POLICIES:

The Restore Louisiana Homeowner Assistance Program will replace damaged manufactured housing units (MHUs) to best serve the long-term housing needs of disaster affected citizens and protect homeowners from potential environmental health hazards, as newer MHUs are built to higher construction standards and offer more energy efficient options that result in better utility efficiency and lower utility charges.

Program award includes consideration for replacement installation on the damaged unit site: demolition/removal of the damaged unit; installation; delivery; standard site prep; and standard mechanical, electrical, and plumbing (MEP) hookups to existing infrastructure necessary for unit functionality. The replacement unit must be installed at the same location as the damaged structure. Relocation to another address requires program review and approval.

If the damaged residence location is in a Special Flood Hazard Area (SFHA), program funding may be available to cover the cost of required elevation. If the homeowner requests relocation to outside the SFHA, the relocation must be approved by the program prior to executing a purchase agreement with dealer. If relocating to raw land, site prep and MEP hookups are the responsibility of the homeowner and only one relocation environmental review will be provided per homeowner by the program.

PRIOR TO ACCEPTING THE AWARD

The program will provide funds for the replacement of a single-wide or double-wide damaged unit, and the homeowner has complete control over the selection of a new replacement unit. However, the program advises the homeowner to review the following information before signing a purchase agreement with the MHU dealership to determine if all installation costs are included and to ensure that they have the funds to cover any installation costs that are not included in the purchase agreement or are above the award amount. Homeowners should submit a copy of the proposed purchase agreement from a manufactured home dealer for the program to review for the inclusion of the total cost of the following services (so the MHU is turn-key or move in ready). Alternative plans for installation must be submitted to the program for review.

- Transportation and Delivery
- Removal of damaged unit (if applicable)
- Site prep; permits; and standard mechanical, electrical, plumbing (MEP) hook-ups to existing infrastructure
- State sales tax and title transfer
- Make/Model of MHU to be required on the Purchase Agreement
- Interior and exterior 504/ADA accommodations (if applicable)**
- Elevation certificate and elevation costs (if applicable)**
- Applicant is responsible for payment of any costs in excess of the award and must make arrangements for payment with their MHU Dealer prior to delivery and installation of the unit.

***Note: Elevation and 504 accommodations are in addition to the Program allowances. If required, these allowances will be added based on the actual cost or program cap, whichever is less, after grant execution.*

PRIOR TO REQUESTING A FINAL PAYMENT

The program will be unable to issue a check to the applicant/contracted dealer until the following has been completed and supporting documentation has been provided by the MHU dealer or applicant as proof that the unit has been installed and HVAC, electricity, and plumbing hook-ups are working as per jurisdiction requirements.

- Photo of State Fire Marshall permit sticker affixed to MHU
- Copies of all applicable closed construction permits/certificate of occupancy
- Final flood elevation certificate (if applicable)
- Photos of completed manufactured home at damaged address and meter (photo must show MHU, address, and meter)
- Photo of the HUD certification label and HUD data plate
- Interior photos showing HVAC, electricity, and plumbing connections are made properly

If the MHU homesite is located within the 100-year flood zone, the homeowner is responsible for ensuring that the home is elevated such that the lowest habitable floor is the highest of any of the following: 2 feet above BFE, 2 feet above ABFE, 2 feet above preliminary maps or studies provided by FEMA*, or local municipality requirement. A copy of a post elevation certificate and proof of flood insurance will be required prior to final payment. For more information about elevation requirements, see the policy manual.

**24 CFR Part 55 requires HUD and Responsible Entities to rely on floodplain maps issued by the Federal Emergency Management Agency (FEMA) to evaluate flood risks and impacts. When FEMA provides interim flood hazard data, such as Advisory Base Flood Elevations (ABFE) or preliminary maps and studies, the program shall use the best available data to determine elevation height requirement.*

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