



This checklist includes the documents you must provide to the Program before your grant agreement can be signed and construction can begin.

Applicants are encouraged to begin gathering documents early and work closely with their contractor throughout the project to help avoid delays.

MANUFACTURED HOUSING UNIT (MHU) REPLACEMENT

This path applies to you if: your damaged home is a manufactured or mobile home that will be replaced with a new manufactured home or stick-built structure.

The following must be submitted before your award is executed. Only new manufactured homes are eligible — used units are not permitted unless issued by FEMA as temporary housing.

REQUIRED DOCUMENT

APPLICANT

MHU DEALER

Purchase Agreement

Signed agreement with your MHU dealer for a new (not used) unit. Must include full set-up and installation costs. If cost exceeds the Program award, you must arrange payment of the difference with the dealer before delivery.



Proof of Additional Funding

If the purchase price exceeds the Program award, provide proof you can cover the difference before the award is signed.



Vendor Contracts for MEP Connections

If mechanical, electrical, or plumbing connections will be handled by a separate vendor, provide signed agreements.



Permits

All permits required by your local jurisdiction for installation. Copies must be provided to the Program prior to or at final inspection.



Final Close-Out Documentation

Prior to final payment, provide all required close-out documentation, including: closed permits/certificate of occupancy, final elevation documentation (if applicable), proof of required flood insurance (if applicable), and final inspection photos and documentation required by the Program, including manufacturer labels, utility connections, elevation photos, address verification, and any applicable accessibility or elevation installation documentation.



Flood Insurance *(before final inspection)*

Not required at grant execution — no insurable structure exists until the unit is delivered and installed. Required prior to final inspection. Provide declaration sheet or ACORD form.



ENVIRONMENTAL REVIEW — READ BEFORE YOU ACT: If relocating your MHU to a new address, the Program must approve the new location and complete an environmental review before any site prep begins. Starting work before clearance may impact site eligibility. This process can take six months or more. Contact your case manager before doing anything at the new site.

MHU RELOCATION QUICK GUIDE

SCENARIO	ALLOWED?
Replacing MHU on the original site and original footprint	 Yes
Relocating MHU outside the floodway and outside Special Flood Hazard Areas (SFHA)	 Generally Allowed*
Relocating MHU into a Special Flood Hazard Area (SFHA), including FEMA flood zones A, AE, and V	 Not Allowed
Relocating MHU into a floodway	 Not Allowed
Relocating MHU into an existing MHU park located within an SFHA	 Not Allowed
Beginning site work before environmental review and Program approval are complete	 Not Allowed
Unsure whether the new site is located in a flood zone	 Review maps.lsuagcenter.com/floodmaps and contact your case manager or local building official before proceeding.

*All relocated MHU sites must receive Program approval and environmental clearance before site work begins. Environmental review timelines may extend six months or longer depending on site conditions and required approvals.

DEADLINES THAT AFFECT YOUR AWARD

These deadlines begin on the date you sign your grant agreement — not when you start construction. Missing them may impact continued eligibility or result in award termination.

180 days from grant execution

Site preparation must begin and delivery of the unit must be scheduled.

365 days from grant execution

Delivery, installation, utility connections, and final installation inspection must be fully completed. A written hardship extension may be requested but is not guaranteed and will not be approved for delays caused by upgrade choices or materials above Program grade.

IF DEADLINES ARE MISSED: Your award may be terminated. Start early, communicate proactively with your case manager, and do not wait until you are close to a deadline to raise concerns.

REMEMBER: Carefully review your scope of work before accepting your grant award. If you have questions, contact your Case Manager or Construction Case Manager.

QUESTIONS?

Solution 2 Contractor Hotline:
(225) 251-6783
Monday–Friday, 8:00 AM–5:00 PM

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