



CHECKLIST: PREPARING FOR MHU REPLACEMENT

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 funding includes the following allowances 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** on the original footprint of the damaged structure and may not exceed the original footprint by more than 2 feet in any direction or additional environmental clearances will be required. 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 contract with the MHU dealership to ensure all installation costs are included in the purchase agreement. Homeowners will be required to submit a copy of the executed purchase agreement from a manufactured home dealer licensed in the State of Louisiana for the program to review. The purchase agreement must include the total cost of purchase and installation of all the following services (so the MHU is turn-key or move in ready):

- Transportation and Delivery
- Removal of damaged unit (if applicable)
- Site prep; permits; and standard mechanical, electrical, plumbing (MEP) hook-ups to existing infrastructure
- Interior 504/ADA accommodations (if applicable)
- Elevation certificate and elevation costs (if applicable)
- State sales tax and title transfer
- Proof of financial means to address the remaining costs in excess of the award, such as loan approval letter (if applicable)

PRIOR TO REQUESTING A FINAL PAYMENT

The program will be unable to issue a check to the MHU dealer until the following has been completed and supporting documentation has been provided by the dealership:

- Documented proof that the HVAC, electricity and plumbing/sewer hookups are working as per jurisdictions requirements
- Photo of State Fire Marshall permit sticker affixed to MHU
- Copies of all applicable closed construction permits
- 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 LA Manufactured Housing Commission Installation permit sticker and HUD label

If the new manufactured home will be located in a SFHA, the MHU must be elevated to two feet above the Base Flood Elevation (BFE) as measured from the top of the finished floor of the unit or to the local jurisdiction requirement, whichever is higher. A copy of a post elevation certificate and proof of flood insurance will be required prior to final payment.

