



**CITY OF VIRGINIA BEACH
DEPARTMENT OF HOUSING AND NEIGHBORHOOD PRESERVATION
MANUFACTURED (MOBILE) HOME REHABILITATION PROGRAM
CDBG PROGRAM YEAR FUNDS 2019-2020**

PURPOSE

To provide eligible low and moderate income owner-occupied manufactured (mobile) homeowners residing in Virginia Beach, with a grant of up to \$7,500 for urgent manufactured (mobile) rehabilitation / repairs needed to remove an existing or imminent health and/or safety hazard or for exterior repairs (see “Eligible Activities” below); correction of exterior code violations; as well as to make physical improvements, adaptations, or modifications for accessibility, usability and to allow a physically or sensory disabled resident to remain in the eligible dwelling (will be evaluated on a case-by-case).

All rehabilitation programs are subject to availability of Funding, Program Guidelines, Regulations and Requirements, and Income Guidelines as prescribed by the U.S. Department of Housing and Urban Development (HUD), which are subject to change at any time at the discretion of HUD and may affect homeowner/applicant eligibility and or benefits.

ELIGIBLE RECIPIENTS

Households whose total gross annual income does not exceed eighty percent (80%) of the Area Median Income, adjusted for family size, as established by the U.S. Department of Housing and Urban Development (HUD), at the time of application (see chart below).

Number in Household	1	2	3	4	5	6	7	8
80% AMI	\$44,450	\$50,800	\$57,150	\$63,450	\$68,550	\$73,650	\$78,700	\$83,800

Income guidelines effective as of June 28, 2019

ADDITIONAL ELIGIBILITY REQUIREMENTS

	All owners of record on the Department of Motor Vehicles Virginia title or deed if classified as real estate must be occupants of the eligible manufactured (mobile) home. All owners of record shall be considered Applicants.
	Applicant(s) cannot own any other real estate.
	All owners of record must sign the program eligibility and application forms and have their income verified. All owners of title or of record shall be considered Applicants.
	Households that have received prior assistance under this program funded by the Department of Housing and Neighborhood Preservation (DHNP) may be eligible for assistance under this program for a second time.

ELIGIBLE PROPERTIES

	Owner-occupied, manufactured (mobile) homes as determined by state code and titled as personal property or classified as real estate with a deed.
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INELIGIBLE PROPERTIES

	Manufactured (mobile) homes built before June 16, 1976.
	Manufactured (mobile) homes not owner occupied.
	Properties located in a Clear Zone or Accident Potential Zone (APZ) I or II, as designated on the most current Air Installations Compatible Use Zones (AICUZ) map. Note: properties in a noise zone of 75 DNL or greater may not be eligible for assistance if the homeowner received compensation from the Federal government for “Loss of Value” due to the increased noise levels and change of flight pattern around Oceana Naval Air Station.

PROPERTIES IN A FLOOD ZONE	
	Where any portion of the property is located in a flood zone, additional restrictions may apply including proof of flood insurance.

ELIGIBLE ACTIVITIES	
	Correction of health and safety hazards (i.e. electrical, gas, and water) on the house side of the meter.
	Replace air conditioning equipment or heating equipment or if “red tagged” by proper authorities. Does not include service calls/routine maintenance (i.e. cleaning furnaces or lighting pilot lights).
	Repair or replace water distribution pipes which have damage that has resulted in the need to have water shut off to the residence.
	Correction of faulty electrical system equipment on the house side of the meter.
	Correction of faulty gas lines and equipment on the house side of the meter.
	Replacement of roof and / or repair of the roof/ceiling assembly where there is an existing emergency (evaluated on a case-by-case basis).
	Replace an inoperative or defective water heater.
	Repair or replace sewer system with collapsed sewer lines or other conditions that hinders property sewage disposal within top of elevation grade to the mobile home connection or within the home.
	Accessibility and usability modifications and improvements (evaluated on a case-by-case basis). Verification in the form of a doctor’s note may be required for rehabilitation work.
	Weatherization assistance, and / or winterization assistance for mobile home skirt replacement and pipe wrapping
	Correction of code violations on the dwelling as cited by Code Enforcement. Any non-cited code violations detected by the Construction Specialist during his inspection must also be corrected in addition to the cited violations.
	Removal of unsafe or blighted conditions on the eligible property. When in conjunction with an eligible rehabilitation activity, detached structures (i.e. sheds, garages, etc.) and fencing can only be removed and cannot be repaired or replaced.

INELIGIBLE ACTIVITIES	
	Repairs of a cosmetic nature that do not pose a threat to health or safety.
	Mold remediation whether cited by Code Enforcement or not.
	Manufactured (mobile) home replacement

ASSISTANCE	
	Proactive winterization assistance for owner-occupied manufactured (mobile) homes is available in the form of a one-time unsecured grant up to \$1200. Winterization assistance activity may involve insulation sleeves, pipe wrapping and/or mobile home skirt installation prior to an incident of frozen pipes bursting. This grant must be repaid if the recipient vacates their manufactured (mobile) home within the years (2) years from the completion date of this winterization repair. Any debris or personal property stored in the crawl space work area will need to be removed by the mobile homeowner prior to start of work.
	Emergency winterization assistance for owner-occupied manufactured (mobile) homes is available in the form of an unsecured grant based on contractor bidding for a repetitive winterization activity in the subject mobile park at a per unit price not to exceed 20 mobile home units at a time. Any debris or personal property stored in the crawl space work area will need to be removed by the mobile homeowner prior to start of work.

	Rehabilitation assistance is available in the form of a one-time unsecured grant up to \$7,500. Assistance must be repaid if the recipient vacates their manufactured (mobile) home within two (2) years from the completion dates of the repairs. Any debris or personal property stored in the work area will need to be removed by the mobile home owner prior to start of work.
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AMOUNT OF REHABILITATION ASSISTANCE FOR CONSTRUCTION & REQUIRED SERVICES	
	The <u>maximum</u> amount of rehabilitation assistance for construction shall not exceed the \$7,500.
	A <u>minimum</u> of \$1000 in the cost of rehabilitation construction to the mobile home is required (cost of construction is determined as itemized in the cost estimated Work Write-Up). (This rehabilitation assistance does not include the winterization assistance activity.)
	<u>Temporary Relocation Assistance:</u> If required will be provided in accordance with the OORP Temporary Relocation Assistance Policy.

TERMS AND CONDITIONS	
	Grant assistance through this program is provided based on the availability of funding and is provided to any eligible household.
	Applicant must clear all debris and personal property from the designated area of work and keep clear until completion of work.
	After rehabilitation, the identified health and safety hazard(s) must have been corrected.
	Rehabilitation assistance shall be provided on condition that that the recipient remains the owner and residential occupant of the property for at least two (2) years.
	Applicant(s) must allow for all required inspections.
	This program provides assistance for the rehabilitation of existing systems and components. It does not allow for any remodeling. If the property has any non-structural existing code violations, such as inoperable vehicles, grass or weeds in excess of 10", junk, litter or debris, the property owner must eliminate these violations prior to Work Write-Up inspection. Failure to correct/remove these violations within 30 days of written notice may result in the application being denied and will require the applicant to reapply.
	All pets are required to be secured in a kennel or secured room during all inspections and when work crews are on site for the safety of the DHNP staff, contractors, and pets as well. Owner will ensure all those residing on the premises are aware of policy and comply. Owner will also ensure property is free from fecal debris for ease of access and public health reasons. Any Service Animal or Emotional Support Animal needs to remain under the control of the handler (or may be leashed, kenneled, etc.) for safety reasons.

CHECKLIST OF MATERIALS RECEIVED BY APPLICANT

Please initial next to each applicable item acknowledging that the information has been provided to you in written form and fully explained

1.		City of Virginia Beach Department of Housing and Neighborhood Preservation Manufactured (Mobile) Home Rehabilitation Program Description (Program Year 2019-2020)
2.		Conflict of Interest Form
3.		Owner Participation Agreement

Manufactured (Mobile) Home Rehabilitation Program

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NOTE: Each application will be evaluated for overall cost, both pre and post rehabilitation condition and value of the manufactured (mobile) home and grant amount prior to any approval. Assistance will be denied if it is determined that the transaction is infeasible or is not in the best interest of the City.

The Housing Program Administrator may waive non-statutory requirements to achieve program goals or adverse hardships on a case-by-case basis. Waiver must be in writing and include the justification for the waiver and specifically what is being approved.

By Signing below, I hereby certify that I have read the above program description for assistance and fully understand and agree with the program requirements

Signature of Applicant

Date

Signature of Applicant

Date

DHNP Housing Specialist

Date

DHNP DOES BUSINESS WITH THE FEDERAL FAIR HOUSING LAW AND SECTION 504 PROGRAM ACCESSIBILITY REQUIREMENTS. DHNP COMPLIES WITH THE FAIR HOUSING ACT AND PROVIDES REASONABLE ACCOMMODATIONS AND MODIFICATIONS TO PERSONS WITH DISABILITIES. DHNP DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, DISABILITY, FAMILIAL STATUS, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY IN ADMISSION OR ACCESS TO ITS PROGRAMS.



For further information contact:

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