

**SUBMITTAL TO THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

819



FROM: Housing Authority

SUBMITTAL DATE:
November 5, 2015

SUBJECT: Mobile Home Abandonment and Foreclosure Recovery Program-Acquisition and Rehabilitation of Defaulted, Abandoned or Foreclosed Mobile Home Units; District 4/District 4; Low and Moderate Income Housing Asset Funds[\$285,241] and 2010 Housing Taxable Excess Bond Proceeds [\$318,276.95]; CEQA Exempt

RECOMMENDED MOTION: That the Board of Commissioners:

1. Find that the Project is exempt from California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15061(b)(3) and Section 15301;
2. Approve the funding allocation in the amount of \$603,517.95 derived from the following sources (i) \$285,241 from the Low and Moderate Income Housing Asset Fund, and (ii) \$318,276.95 from 2010 Housing Taxable Excess Bond Proceeds, plus any accrued interest from the taxable bonds up to \$50,000, to fund the Mobile Home Abandonment and Foreclosure Recovery Program and related administrative costs (Program);

(Continued)

Robert Field

Robert Field
Executive Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 603,517.95	\$	\$ 603,517.95	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	
SOURCE OF FUNDS: Low and Moderate Income Housing Asset Funds and 2010 Housing Taxable Excess Bond Proceeds				Budget Adjustment: No	
				For Fiscal Year: 2015/2016	

C.E.O. RECOMMENDATION:

APPROVE

BY: *Rohini Dasika*
Rohini Dasika

County Executive Office Signature

MINUTES OF THE HOUSING AUTHORITY BOARD OF COMMISSIONERS

- A-30
- 4/5
- Vote
- Positions Added
- Change Order

Prev. Agn. Ref.:

District: 4/4

Agenda Number:

10-4

FORM APPROVED COUNTY COUNSEL
BY: *Anita C. Willis*
DATE: 10-29-15
ANITA C. WILLIS

FISCAL PROCEDURES APPROVED
PAUL ANGULO, CPA, AUDITOR-CONTROLLER
BY: *Susana Garcia-Bocanegra*
DATE: 11/3/15
Susana Garcia-Bocanegra
Departmental Concurrence

SUBMITTAL TO THE BOARD OF COMMISSIONERS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

Housing Authority

FORM 11: Mobile Home Abandonment and Foreclosure Recovery Program-Acquisition and Rehabilitation of Defaulted, Abandoned or Foreclosed Mobile Home Units; District 4/District 4; Low and Moderate Income Housing Asset Funds[\$285,241] and 2010 Housing Taxable Excess Bond Proceeds [\$318,276.95]; CEQA Exempt

DATE: November 5, 2015

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RECOMMENDED MOTION: (Continued)

3. Approve and adopt the attached Guidelines and Criteria for implementation and administration of the Program;
4. Authorize the Executive Director, or designee, to take necessary steps to implement and administer the Program, including, but not limited to, approving expenditures, negotiating and executing settlement agreements with mobile home park owners, signing required Ca. Department of Housing and Community Development (HCD) forms and/or other instruments (such as lien releases and/or legal owner forms) in connection with implementation of the Program, and signing other subsequent, necessary, and relevant documents, subject to approval by County Counsel; and
5. Direct the Clerk of the Board to file the Notice of Exemption with the County Clerk within five (5) days of approval by the Board.

BACKGROUND:

Summary

The former Redevelopment Agency for the County of Riverside (RDA) adopted the Mobile Home Tenant Loan (MHTL) Program on September 10, 1999. The primary objective of the program was to provide financing to very low income households for the replacement of their substandard mobile home. The MHTL program was designed to provide loans to mobile home owners who are tenants of unpermitted mobile home parks that do not have the physical or structural capacity to be repaired. The initial investment by the former RDA for an eligible MHTL program participant ranged from \$30,000 up to \$67,500 in the form of a loan. Post redevelopment, the Housing Authority of the County of Riverside (Housing Authority) continues to operate the MHTL program on a much smaller scale. Due to the lingering effects of the economic downturn, foreclosure and abandonment proceedings of mobile homes financed by the former RDA are materializing, removing these units from the affordable housing stock. To safeguard the former RDA's investment in these units and to ensure continued affordability, Housing Authority staff recommends the establishment of the Mobile Home Abandonment and Foreclosure Recovery Program (MH Abandonment and Foreclosure Recovery Program) to address mobile home foreclosures and abandonment on a case by case basis. Under the proposed MH Abandonment and Foreclosure Recovery Program the Housing Authority will not expend more than \$35,000 on any one mobile home unit.

Often times abandonment and foreclosure proceedings are the result of a households continued inability to pay property taxes, space rent, property insurance and/or assessments. The intent of the MH Abandonment and Foreclosure Recovery Program is to identify situations in which it is economically feasible to recover and preserve an abandoned or foreclosed mobile home and return the unit to the affordable housing stock by reselling it to a qualified very low income household, or assisting the exiting household to maintain ownership. Acquiring new mobile home unit costs approximately \$60,000, recovering a unit under the program, with a maximum expenditure cap of \$35,000 allows the Housing Authority to provide affordable housing ownership with a potential \$30,000 in cost savings. Without the proposed program, a mobile home could be sold at a tax sale or warehouseman's lien sale to the highest bidder with no affordability restrictions in place.

(Continued)

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Housing Authority

FORM 11: Mobile Home Abandonment and Foreclosure Recovery Program-Acquisition and Rehabilitation of Defaulted, Abandoned or Foreclosed Mobile Home Units; District 4/District 4; Low and Moderate Income Housing Asset Funds[\$285,241] and 2010 Housing Taxable Excess Bond Proceeds [\$318,276.95]; CEQA Exempt

DATE: November 5, 2015

PAGE: 3 of 4

BACKGROUND:

Summary (Continued)

The scope of the proposed MH Abandonment and Foreclosure Recovery Program would include the following (i) authority to pay back taxes owed to the County Office of the Treasurer-Tax Collector to prevent a tax sale; (ii) authority to enter into settlement negotiations with a mobile home park owner prior to the commencement of abandonment and/or foreclosure proceedings to allow the Housing Authority to cure all events of default, and transfer title to a qualified very low income family; (iii) authority to cure events of default under existing junior lien holder or legal owner loan documents, (iv) in the event abandonment, foreclosure, or tax -sale proceedings have been commenced, authorize Housing Authority staff to bid and acquire qualified mobile home units at warehousemen lien sales or tax sale; and (v) in the event a unit is successfully recovered, allow Housing Authority staff to rehabilitate such unit prior to sale to a qualified household, all subject to the \$35,000 assistance cap. The proposed factors to be considered by Housing Authority staff to determine program eligibility, include, but are not limited to the following, (i) the former owner of the subject mobile home received funding under the MHTL program, (ii) no more than \$35,000 is necessary to cure an event of default and/or recover the mobile home and place it back into the affordable housing stock, (iii) the affected mobile home is located within a permitted mobile home park, and (iv) the household applying to acquire a recovered unit qualifies as a very low income household. Qualified households acquiring a recovered unit will be required to execute a note in the amount of the financial assistance provided under the MH Abandonment and Foreclosure Program and execute 45 year affordability covenants. The implementation and administration of the MH Abandonment and Foreclosure Program is set forth in the proposed procedures and guidelines that are attached. The proposed procedures and guidelines are consistent with California Mobile Home Residency Law and the Manufactured Housing Act.

Housing Authority staff have identified two sources of funding that can be used to initially fund the MH Abandonment and Foreclosure Program in the amount of \$603,517.95, (i) \$285,241 will be derived from the Housing Authority's Low and Moderate Income Housing Asset Funds, and (ii) \$318,276.95, plus any accrued interest, will be derived from 2010 Housing Taxable Bond Proceeds, which has been approved by the California Department of Finance on the Successor Agency's 15-16a Recognized Obligation Payment Schedule. All 2010 Housing Taxable Bond Proceeds shall be expended as soon as possible in accordance with applicable IRS rules and regulations. The initial capitalization of the MH Abandonment and Foreclosure Program in the amount of \$603,517.95 would allow the Housing Authority to preserve a minimum of 17 mobile homes for very low income households with an affordability period of 45 years.

Pursuant to the California Environmental Quality Act (CEQA), the MH Abandonment and Foreclosure Program was reviewed and determined to be categorically exempt under State CEQA Guidelines Section 15301, Class 1 – Existing Facilities and State CEQA Guidelines Section 15061(b)(3), General Rule or "Common Sense" Exemption. The project relates to the establishment of a program and fund to pay costs, fees and expenses necessary to cure events of default and/or rehabilitation costs relating to an existing mobile home located within a permitted mobile home park and, if applicable, the subsequent sale of such unit to a qualified household (Project).

(Continued)

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Housing Authority

FORM 11: Mobile Home Abandonment and Foreclosure Recovery Program-Acquisition and Rehabilitation of Defaulted, Abandoned or Foreclosed Mobile Home Units; District 4/District 4; Low and Moderate Income Housing Asset Funds[\$285,241] and 2010 Housing Taxable Excess Bond Proceeds [\$318,276.95]; CEQA Exempt

DATE: November 5, 2015

PAGE: 4 of 4

BACKGROUND:

Summary

(Continued)

The proposed Project is exempt under State CEQA Guidelines Section 15301, Class 1 – Existing Facilities since it includes the minor rehabilitation and sale of existing mobile homes, and no expansion of an existing use will occur. In addition, the Project is also exempt under the common sense exemption of State CEQA Guidelines section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the MH Abandonment and Foreclosure Program may have a significant effect on the environment, as the payment of costs, fees and expenses necessary to cure events of default and/or rehabilitation costs pursuant to the program will have mostly financial effects and will not lead to any direct or reasonably indirect physical environmental impacts. A Notice of Exemption will be filed by the Housing Authority staff with the County Clerk within 5 days of the approval of the MH Abandonment and Foreclosure Program.

County Counsel has reviewed and approved the attached MH Abandonment and Foreclosure Recovery Program guidelines. Staff recommends approval of the proposed MH Abandonment and Foreclosure Program, including the guidelines, and the allocation of Housing Authority Low and Moderate Income Housing Asset Funds and 2010 Housing Taxable Bond Proceeds as described above to capitalize the program.

Impact on Citizens and Businesses

The mobile homes that are recovered will be preserved in the affordable housing stock and be resold to qualified very low income families that would otherwise not qualify for an affordable home ownership opportunity.

SUPPLEMENTAL:

Additional Fiscal Information

The following demonstrates the proposed funding sources and amounts:

Low and Moderate Income Housing Asset Funds	\$285,241
2010 Housing Taxable Bond Proceeds	\$318,276.95
Total	\$603,517.95

ATTACHMENT:

Mobile Home Abandonment and Foreclosure Recovery Program Guidelines



CEQA Notice of Exemption

To: Office of Planning and Research
1400 Tenth Street, Room 121
Sacramento, CA 95814

County Clerk
2724 Gateway Drive
Riverside, CA 92507

From: Riverside County Economic Development Agency
5555 Arlington Avenue
Riverside, CA 92504

Project Title: Mobile Home Abandonment and Foreclosure Recovery Program

Location – Address: Various

– **City, State, Zip Code:** Unincorporated areas of the Eastern Coachella Valley

– **Assessor Parcel Number(s):** Various

– **County:** County of Riverside

Project Description – Nature, Purpose and Beneficiaries:

The scope of the proposed MH Abandonment and Foreclosure Recovery Program would include the following (i) authority to pay back taxes owed to the County Office of the Treasurer-Tax Collector to prevent a tax sale; (ii) authority to enter into settlement negotiations with a mobile home park owner prior to the commencement of abandonment and/or foreclosure proceedings to allow the Housing Authority to cure all events of default, and transfer title to a qualified very low income family; (iii) authority to cure events of default under existing junior lien holder or legal owner loan documents, (iv) in the event abandonment, foreclosure, or tax -sale proceedings have been commenced, authorize Housing Authority staff to bid and acquire qualified mobile home units at warehousemen lien sales or tax sale; and (v) in the event a unit is successfully recovered, allow Housing Authority staff to rehabilitate such unit prior to sale to a qualified household, all subject to the \$35,000 assistance cap. The proposed factors to be considered by Housing Authority staff to determine program eligibility, include, but are not limited to the following, (i) the former owner of the subject mobile home received funding under the MHTL program, (ii) no more than \$35,000 is necessary to cure an event of default and/or recover the mobile home and place it back into the affordable housing stock, (iii) the affected mobile home is located within a permitted mobile home park, and (iv) the household applying to acquire a recovered unit qualifies as a very low income household. Qualified households acquiring a recovered unit will be required to execute a note in the amount of the financial assistance provided under the MH Abandonment and Foreclosure Program and execute 45 year affordability covenants.

Name of Public Agency Approving Project: Housing Authority of the County of Riverside

Name of Person/Agency Carrying Out Project: Housing Authority of the County of Riverside

Exempt Status: *(Check one and Cite Section)*


- Statutory Exemption:
- Categorical Exemption: State CEQA Guidelines,
Sections 15061 (b)(3), 15302 and 15303
- General Rule:
- Disapproved Project:

Reasons why project is exempt:

The proposed Project is exempt under State CEQA Guidelines Section 15301, Class 1 – Existing Facilities since it includes the minor rehabilitation and sale of existing mobile homes, and no expansion of an existing use will occur. In addition, the Project is also exempt under the common sense exemption of State CEQA Guidelines section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the MH Abandonment and Foreclosure Program may have a significant effect on the environment, as the payment of costs, fees and expenses necessary to cure events of default and/or rehabilitation costs pursuant to the program will have mostly financial effects and will not lead to any direct or reasonably indirect physical environmental impacts.

Lead Agency Contact:


Name: John Aguilar
Title: Deputy Director

Signature: 
Telephone: (951) 343-5403

Date: 11-2-15

Prepared By:

Name: Mervyn Manalo
Title: Housing Specialist III

Signature: 
Telephone: (951) 343-5495

Date: 4/2/15

Mobile Home Abandonment and Foreclosure Recovery Program

Program Guidelines

**Housing Authority of the County of Riverside
5555 Arlington Avenue
Riverside, CA 92504**

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PROGRAM DESCRIPTION

The Housing Authority of the County of Riverside (Housing Authority) is a public entity corporate and politic tasked with administering the development, rehabilitation and financing of affordable housing programs. The primary mission of the Housing Authority is to provide affordable decent, safe and sanitary housing opportunities to low and moderate income families including elderly and handicapped persons, while supporting programs to foster economic self-sufficiency.

The Housing Authority currently administers the Mobile Home Tenant Loan (MHTL) Program which provides financing to very low income households for the replacement of their substandard mobile home. The MHTL program was designed to provide loans to mobile home owners who are tenants of unpermitted mobile home parks that do not have the physical or structural capacity to be repaired. Many dwelling units have been identified and / or declared as substandard. The MHTL program provides financial assistance to mobile home coach owners to assist owners with complying with applicable federal, state, and local laws and regulations and to improve general living standards.

Due to the lingering effects of the economic downturn, foreclosure and abandonment proceedings of mobile homes financed by the MHTL program loans are materializing, removing these units from the affordable housing stock. To safeguard the MHTL program's investments in these units and to ensure continued affordability, the Housing Authority desires to establish the Mobile Home Abandonment and Foreclosure Recovery Program (Abandonment and Foreclosure Program) to address mobile home foreclosures and abandonment on a case by case basis. Under the Abandonment and Foreclosure Program the Housing Authority will not expend more than \$35,000 on recovering any one mobile home unit and placing a qualified household into the unit.

Often time's abandonment and foreclosure proceedings are the result of a households continued inability to pay property taxes, space rent, property insurance and/or assessments. The intent of the Abandonment and Foreclosure Program is to identify situations in which it is economically feasible to recover and preserve an abandoned or foreclosed mobile home and return the unit to the affordable housing stock by reselling it to a qualified very low income household, or assisting the exiting household to maintain ownership. Acquiring new mobile home unit costs approximately \$60,000, recovering a unit under the program, with a maximum expenditure cap of \$35,000 allows the Housing Authority to provide affordable housing ownership with a potential \$30,000 in cost savings. Without the proposed program, a mobile home could be sold at a tax sale or warehouseman's lien sale to the highest bidder with no affordability restrictions in place.

PROGRAM OBJECTIVES

The Housing Authority's primary objective is two-fold; first to identify situations where it is financially feasible to recover and preserve an "at risk" mobile home by working with mobile home park owners, junior lienholders, registered owners, and others with a security interest in the mobile home, to retain the mobile home as part of the affordable housing stock, and if necessary perform minor rehabilitation work; and second to identify qualified very low income households to buy and occupy the preserved mobile homes.

The scope of the Abandonment and Foreclosure Program will include the following (i) paying back taxes owed to the County Office of the Treasurer-Tax Collector to prevent a tax sale; (ii) negotiating and entering into settlement agreements with a mobile home park owner prior to the commencement of abandonment and/or foreclosure proceedings to allow the Housing Authority to cure all events of default, and transfer title to a qualified very low income family; (iii) curing events of default under existing junior lien holder or legal owner loan documents; (iv) in the event abandonment, foreclosure, or tax -sale proceedings have been commenced, bidding on and acquiring qualified mobile home units at warehousemen lien sales or tax sale; and (v) in the event a unit is successfully recovered, rehabilitating such unit prior to sale to a qualified household, all subject to the \$35,000 assistance cap.

The factors to be considered by Housing Authority staff to determine a mobile home's eligibility for the program, include, but are not limited to the following, (i) the former owner of the subject mobile home received funding under the MHTL program, (ii) no more than \$35,000 is necessary to cure an event of default and/or recover the mobile home and place it back into the affordable housing stock, (iii) the affected mobile home is located within a permitted mobile home park, and (iv) the household applying to acquire a recovered unit qualifies as a very low income household. Qualified households acquiring a recovered unit will be required to execute a note in the amount of the financial assistance provided under the Abandonment and Foreclosure Program and execute 45 year affordability covenants.

The Housing Authority will review each situation on a case by case basis to determine the financial feasibility of each project. Qualified households will be selected from the waiting list for the MHTL Program.

The following sources of funding will be used to initially capitalize the Abandonment and Foreclosure Program in the amount of \$603,517.95, (i) \$285,241 will be derived from the Housing Authority's Low and Moderate Income Housing Asset Funds, and (ii) \$318,276.95, plus any accrued interest, will be derived from 2010 Housing Taxable Bond Proceeds, which has been approved by the California Department of Finance on the Successor Agency's 15-16a Recognized Obligation Payment Schedule. The initial capitalization will allow the Housing Authority to preserve a minimum of 17 mobile homes for very low income households with an affordability period of 45 years.

PROGRAM REQUIREMENTS

1) Minimum Threshold Requirements—Mobile Home Unit

In order to be considered for funding through this program, the mobile home unit must meet certain minimum threshold requirements. If any of the threshold requirements are not met at the time of final application review, the mobile home unit will not receive funding consideration. The threshold requirements are summarized below:

a. Mobile Home Eligibility Requirements:

1. The mobile home shall have been financed through the MHTL Program; provided, mobile home units acquired with HOME Program funds or CalHome funds shall not qualify under this program;
2. No more than \$35,000 is necessary to cure an event of default and/or recover the mobile home and place it back into the affordable housing stock, including costs associated with the sale of the mobile home to a qualified household;
3. The mobile home is located within a permitted mobile home park located within the unincorporated area of the County of Riverside;
4. The Housing Authority has received written notification from the mobile home park/land owner in connection with an event of default by the exiting borrower/registered owner or, in the event of unpaid taxes, the Housing Authority has received written notification from the County tax collector in connection with unpaid property taxes;
5. Verification that the mobile home park/land owner attempted to resolve any event of default with the borrower/registered owner and was unsuccessful, or in the event of unpaid taxes, verification that the County tax collector attempted to resolve the past due tax obligations with the borrower/registered owner and was unsuccessful;
6. Evidence that the mobile home park/land owner is willing to cooperate in good faith with the Housing Authority to resolve events of default without initiating legal proceedings, including, but not limited to a willingness to negotiate and enter into a settlement agreement with the Housing Authority in connection with such mobile home unit, or resolve the default directly with the existing registered owner, or, in the event of unpaid taxes, evidence that the County tax collector is willing to cooperate in good faith with the Housing Authority to resolve outstanding tax obligations without initiating legal proceedings; and/or
7. In the event abandonment or foreclosure proceedings have been commenced and settlement with the mobile home park/land owner or tax collector is not an option, a determination by the Housing Authority that recovery of such unit

is financially feasible, based on a case by case determination by the Housing Authority, subject to the requirement that no more than \$35,000 is necessary to recover the mobile home and place it back into the affordable housing stock, including costs associated with the sale of the mobile home to a qualified household.

b. Approved Expenditures:

The following is a list of approved expenditures:

1. Court Ordered Judgments/Settlement Agreements;
2. Attorney's Fees;
3. Payment of overdue rent;
4. Payment of unpaid property taxes;
5. Housing and Community Development Fees;
6. Payments related to maintenance and/or rehabilitation of a mobile home and the immediately surrounding area;
7. Liabilities due and owing to a mobile home park owner;
8. Administrative fee's associated with legal preparation, implementation and completion of foreclosure, default and/or abandonment action;
9. Lead and asbestos testing for mobile home to be surrendered to the Housing Authority as required under the program;
10. Abatement of any positive results of lead and/or asbestos; and
11. Demolition of the surrendered mobile home.

2) Minimum Threshold Requirements—Qualified Household

In order to be considered for acquisition of a mobile home unit recovered through the Abandonment and Foreclosure Program and to receive financial assistance to pay the purchase price for such unit, applicants must meet certain minimum threshold requirements. If any of the threshold requirements are not met at the time of final application review, the applicant will be ineligible to participate further and will not receive any funding. The threshold requirements are summarized below:

a. Applicant Eligibility Requirements:

1. The applicant is listed on the existing MHTL Program waiting list;
2. The applicant must surrender a substandard mobile home they currently own, provide verification of ownership of the mobile home coach, and shall require a no sale title transfer to the Housing Authority of the subject substandard mobile home for eventual salvage by the Housing Authority;
3. The surrendered mobile home must be located in an unpermitted mobile home park or agricultural housing facility;

4. The unpermitted mobile home park or agricultural housing facility must be located in the unincorporated area of the County of Riverside;
5. The applicant's household income does not exceed 50% of the County median income, adjusted for household size at the time of application, as defined in Ca. Health and Safety Code section 50105; and
6. Housing Authority has determined that the applicant has demonstrated financial ability to pay space rent within the mobile home park, property taxes levied against the mobile home, and any other costs associated with successfully retaining ownership of the mobile home;
7. The maximum loan limit will not exceed Thirty-Five Thousand Dollars (\$35,000).

3) Loan Requirements

Should the applicant meet all threshold requirements then the applicant will be required to agree to the following loan requirements:

1. Financial assistance will be limited to a maximum loan limit of \$35,000;
2. All loans will be principal only loans and shall not have any interest attached;
3. All loan principal will be deferred until such time as the mobile home coach in question transfers ownership, except as provided for in paragraph 5. of this Loan Requirements subsection, at which time all loan principal amounts, not yet forgiven, shall be due and payable from the proceeds of the sale;
4. All loans shall have a minimum term of forty-five (45) years;
5. Loan principal will be forgiven at a rate of 1/45, of the original balance, per year of consecutive and concurrent ownership and occupancy of the mobile home coach, by the applicant. At the end of a forty-five (45) year period of consecutive and concurrent ownership and occupancy of the mobile home coach, by the applicant, all principal loan amounts shall be completely forgiven;
6. All loan funds will be immediately due and payable if loan funds are misallocated or in the event of a breach of the note securing the loan;

7. All applicants must provide security for the loan with the financed mobile home coach as collateral. The Housing Authority will require a lien registration and custody of the certificate of ownership;
8. All persons listed as title holders to the property which is being pledged as security for the loan must sign all loan documentation, security instruments and loan conditions;
9. Property owned by a joint venture, corporation, general or limited partnership or limited liability company will not be eligible;
10. All persons listed as title holders to the property which is being pledged as security for the loan and all signatories to all loan documentation, security instruments and loan conditions must occupy the mobile home coach as their principal residence and meet income eligibility requirements; and
11. All borrowers must agree to maintain the mobile home coach in compliance with all applicable federal and state law and regulations and local ordinances for the duration of the term of the loan.

APPLICATION SUBMISSION

Applications are accepted, reviewed, and awards are made on a first-come, first-served basis throughout the Fiscal Year provided sufficient funds are available.

In order to request financial assistance the applicant shall:

- 1) Submit a completed and fully executed application package with all required attachments. A complete application package shall at minimum include the following:
 - a. Verification of current income for each adult member of the household;
 - b. Verification of park tenancy by the applicant; and
 - c. Verification of title showing unit ownership by the applicant.
- 2) Be available for further clarifications, requests and follow up questions during the review process.

EVALUATION GUIDELINES

The proposed recovery of a unit and an applicant's submission of a loan application will be reviewed, on a first-come, first-served basis throughout the Fiscal Year provided sufficient funds are available. The evaluation process will consist of the following examination:

1) Review of Minimum Threshold Requirements—Mobile Home

Housing Authority staff will review the subject mobile home and all legal and financial documents related to the mobile home to determine if the unit meets the minimum threshold requirements set forth under the section heading PROGRAM REQUIREMENTS above.

Recovery of the subject mobile home will not proceed beyond this point of the review should it be determined that the project does not meet all minimum threshold requirements.

2) Review of Minimum Threshold Requirements—Applicant

Housing Authority staff will review the applicant's submission to determine if the applicant meets the minimum threshold requirements set forth under the section heading PROGRAM REQUIREMENTS above.

The applicant's submission will not proceed beyond this point of the review process should it be determined that the applicant does not meet all minimum threshold requirements and until the applicant is able to make the proper corrections in order to meet all the minimum threshold requirements. The applicant will then need to resubmit the loan application.

3) Review of Eligible Uses of Funds

Financial assistance will be limited to the amount necessary and for the purpose of placing the mobile home back into affordable housing stock to be resold to a qualified household with a maximum expenditure amount of \$35,000. Eligible uses of funds provided under the Abandonment and Foreclosure Program will include expenditures as outlined in the Approved Expenditures section above.

PROJECT APPROVAL PROCESS

The Executive Director or designee for the Housing Authority, the only individual authorized to approve such loans, must approve all determinations to proceed with recovery of a mobile home unit and the issuance of Abandonment and Foreclosure Program loans.

Mobile home park/land owners, applicants and potential applicants are advised that the Executive Director or designee for the Housing Authority is the only individual that has the authority to approve the Abandonment and Foreclosure Program applications and the selection of mobile home units to be recovered/assisted and placed back into the affordable housing stock. No representation, oral or in writing by any staff person of the Housing Authority or any other County of Riverside department or agency, constitutes a commitment on behalf of the Housing Authority.

The Housing Authority Board of Commissioners shall receive all appeals of credit decisions made by staff.

An Abandonment and Foreclosure Program application will be reviewed by and shall have approval recommendation by a Development Specialist. Final approval will be made by the Executive Director or designee for the Housing Authority.

The approving individuals shall consider the analysis, required in the EVALUATION GUIDELINES section of this document, prepared by the Abandonment and Foreclosure Program representative.

PROJECT CLOSING PROCESS

- 1) In the event a mobile home unit qualifies for participation in the Abandonment and Foreclosure Program and has been approved by the Executive Director or designee, the following steps will be necessary for project closing:
 - a. Any settlement agreements or subsequent documentation, will be prepared by the Housing Authority;
 - b. Mobile home park/land owner will execute all settlement agreements or subsequent documentation;
 - c. All project funding disbursements will be controlled by the Housing Authority in such a manner, to be determined by the Housing Authority, as to ensure project completion without misallocation of funds.

- 2) In the event an applicant qualifies for participation in the Abandonment and Foreclosure Program and has been approved for a loan by the Executive Director or designee, the following steps will be necessary for the loan closing:
 - a. Loan documentation, security instruments and loan conditions will be prepared by the Housing Authority;
 - b. Borrower will then execute all loan documentation, security instruments and loan conditions;

- c. Proper execution and/or recordation of all loan documentation, security instruments and loan conditions plus compliance with all loan conditions will be conducted by an approved Escrow company;
- d. All loan disbursements will be controlled by the Housing Authority in such a manner, to be determined by the Housing Authority, as to ensure project completion without misallocation of loan funds;
- e. All loan documentation, security instruments and loan conditions shall be notarized by an approved Escrow company(property must be located in the unincorporated areas of the County of Riverside); and
- f. All loan documentation; security instruments and loan conditions shall not be released until termination of the loan term.