

***Commonwealth of Virginia***  
***Manufactured Home Park Acquisitions***  
***Pilot (MHPAP)***

**Program Guidelines**



Virginia Department of Housing and Community Development  
Division of Community Development and Housing

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# Chapter 1 – Program Purpose and Background

## DHCD Mission Statement

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable and prosperous communities to live, work and do business in Virginia.

## Program Purpose

The Manufactured Home Park Acquisitions Pilot (MHPAP) Program is designed to assist residents of a manufactured home park or organizations exempt from taxation under 501(c)3 of the Internal Revenue Code with acquiring manufactured home parks located in Virginia. This program seeks to preserve affordable housing throughout the Commonwealth by preventing the involuntary displacement of any person residing in a manufactured home park and ensuring the continued affordability of existing units through the duration of the loan term.

The objectives of the MHPAP program are as follows:

- Preserve affordable housing options.
- Promote resident ownership and cooperative management.
- Leverage local and state resources for sustainable community development.

## Enabling Legislation

### *Virginia General Assembly 2024 Special Session I – HB6001 (Chapter 2) Item 102*

M.1. Notwithstanding the provisions of § [10.1-1330](#), Code of Virginia, the department shall utilize \$5,000,000 of unobligated balances in the Low-Income Energy Efficiency Program Fund (02017) for the purpose of establishing a pilot program to assist residents of a manufacturing home park or organizations exempt from taxation under 501(c)3 of the Internal Revenue Code with acquiring manufactured home parks located in Virginia.

2. The department shall award the funds provided in this paragraph as revolving loans to either: (i) associations consisting of residents of one or more manufactured home parks in Virginia, or (ii) organizations exempt from taxation under 501(c)3 of the Internal Revenue Code that provide, construct, or renovate affordable housing in Virginia.

3. The department shall develop criteria and guidelines for this pilot program on or before December 1, 2024. At a minimum, the guidelines shall prohibit any loans that result in the involuntary displacement of any person residing in the park at the time of its acquisition. The interest rate of loans issued under this pilot program shall not exceed the lowest annual interest rate offered on a loan from the Virginia Housing Trust Fund.

4. Up to twenty-five percent of funds provided in this paragraph may be distributed to organizations exempt from taxation under 501(c)3 of the Internal Revenue Code that provide, construct, or renovate affordable housing in Virginia that have been assigned a right of first refusal to purchase a manufactured home park by a locality, pursuant to the provisions of House Bill 1397 of the 2024 General Assembly. Upon receipt of notice from a nonprofit that they have: (i) been assigned right of

first refusal by a locality to purchase manufactured home parks, or (ii) received notice from the locality that such owner has entered into a contract to sell the park contingent upon providing the right of first refusal, the department shall expedite the application for a loan, and notify the applicant of its decision within 30 days of receiving the application.

5. The department shall report to the General Assembly on or before December 1, 2025, the results of the pilot program. At a minimum, the report shall contain information on the number of applications, the number and dollar amount of loans made, number of parks acquired, and the estimated costs of continuing the program.

6. The department may recover administrative costs from the amounts provided in this paragraph.

7. The department shall implement this program no later than May 4, 2025. Such implementation shall include making funds available to successful applicants.

## Chapter 2 – Eligible Properties

### Definitions

All definitions provided in the Code of Virginia § 55.1-1300 are applicable to the MHPAP Program.

"Manufactured home park" means a parcel of land under single or common ownership upon which five or more manufactured homes are located on a continual, nonrecreational basis together with any structure, equipment, road, or facility intended for use incidental to the occupancy of the manufactured homes. "Manufactured home park" does not include a premises used solely for storage or display of uninhabited manufactured homes or a premises occupied solely by a landowner and members of his family.

"Manufactured home" means a structure, transportable in one or more sections, that in the traveling mode is eight body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and that is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained in the structure.

### Eligibility Criteria

Properties must meet the following criteria in order to be eligible for loans under the MHPAP Program:

1. The manufactured home parks are not currently resident-owned properties.
2. Parks must be located entirely within the Commonwealth of Virginia.
3. The proposed acquisition must not result in the displacement of any residents.
4. Acquisition of Eligible Properties may not be otherwise funded by DHCD programs.

Ineligible properties are those which do not meet the definitions provided by the Code of Virginia §55.1-1300 or the above criteria.

## Chapter 3 – Eligible Applicants

Eligible applicants for the MHPAP Program include:

- (i) associations consisting of residents of one or more manufactured home parks in Virginia, or
- (ii) organizations exempt from taxation under 501(c)3 of the Internal Revenue Code that provide, construct, or renovate affordable housing in Virginia.

Proposals will be submitted through DHCD’s Centralized Application and Management System (CAMS). Applicant Organizations must be registered CAMS users in order to submit a proposal for the MHPAP Program.

## Chapter 4 – Loan Terms

MHPAP loans are limited to 80% of the property’s assessed value, and MHPAP loans are not to exceed \$1,000,000. The interest rate of loans issued under this pilot program shall not exceed the lowest annual interest rate offered on a loan from the Virginia Housing Trust Fund.

DHCD will accept Applicant proposals for terms, reserving the DHCD Director’s discretion in final approval. Requirements for term proposals include, but may not be limited to, monthly principal repayments and amortization not to exceed 240 months. Proposals for terms will be a required component for Full Application Submission but are also accepted within the Letter of Intent.

During the repayment period, annual financial reports must be submitted to DHCD.

## Chapter 5 – Competitive RFP & Application Process

In order to build a demand model for MHPAP given its unique and new structure, applicants will be required to submit a letter of intent to apply signed by all of the buyers/borrowers and other documentation which includes the following:

1. Letter of Intent to Apply– Submitted in CAMS
  - a. Name of Applicant Organization and Self-Certification of Eligibility.
  - b. Identifying information regarding the Manufactured Home Park Site the Applicant Organization is purchasing, including, without limitation, correct street address, jurisdiction in which the property is located and tax ID/parcel number for the property.
  - c. Property Details: Total number of lots available within the park, including number of vacant lots; Total number of units currently in place, including whether units are owned by their current resident or being rented in addition to paying a lot rent; Status of water and sewer systems, flood plain status, and estimated average age of homes in place.
  - d. Names of all individuals who currently reside in the development, by tenure type, or complete list of lot leasees and owners and/or rent roll.

- e. The name and contact information for the real estate agent representing the buyer(s).
  - f. The name and contact information of the attorney representing the buyer(s).
  - g. The name and contact information of the settlement agent.
  - h. Anticipated date of acquisition closing/transfer; critical information about transfer.
- Project proposal and intent narrative.
2. Full Application Submission – In CAMS by invitation after successful Letter of Intent submission:
    - a. Complete application will include further project narrative questions and required attachments.
    - b. Applications are competitive and are accepted on a rolling basis.
      - i. Applications will be accepted for as long as funds remain available.
      - ii. Applications for funds are not guaranteed to be approved for all funds requested.
      - iii. DHCD reserves the right to amend the application process and dates as deemed necessary for this pilot program.

#### Application Technical Assistance

The CAMS [User Guide](#) provides information and instructions on setting up and managing a CAMS account, and should be used first to troubleshoot any errors. Please allow up to two business days for responses to any CAMS Help Desk request.

DHCD technical assistance is limited to normal business hours. Applications submitted with incorrect or missing information will be reviewed as is and may be ruled ineligible.

To schedule program-specific technical assistance calls, please contact Dawn Scott, Program Manager.

[Dawn.Scott@dhcd.virginia.gov](mailto:Dawn.Scott@dhcd.virginia.gov) or 804-371-7000

## Application Components

These components are not exhaustive, and each section of the application includes additional requested narrative information as well as the opportunity to upload supporting documents as the Applicant Organizations sees fit to bolster their application.

1. Organizational Information
  - a. Applicant’s name, address, and contact details.
  - b. Proof of 501(c)3 status, if applicable.
  - c. Description of the organization’s mission and relevant experience.
  - d. Current audited financial statement or documents, as applicable by DHCD Audit Policy
2. Project Description:
  - a. Detailed description of the manufactured home park to be acquired.

- b. Justification for acquisition, including current conditions and the need for intervention.
  - c. Detailed project plan, including acquisition process, timeline, and key milestones.
3. Financial Plan
  - a. Operational budget
  - b. Evidence of financial stability and capacity to manage funds.
  - c. Plan for long-term sustainability and maintenance of the acquired property.
4. Impact Assessment:
  - a. Explanation of how the acquisition will benefit current residents.
  - b. Strategies to prevent displacement and support residents throughout the transition.
  - c. Metrics and methods for evaluating the project's success.
5. Supporting Documentation:
  - a. Property appraisal
  - b. Evidence of right of first refusal, if applicable.
  - c. A copy of the purchase contract including all addenda and amendments
  - d. A letter from the settlement agent confirming a date certain for the closing date
  - e. Prequalification letter from buyer(s)/borrower(s)' lender
  - f. Any additional documents supporting the application (e.g., letters of support, community surveys).

## Scoring Criteria

Applications are scored on a one hundred (100) point scale, and Proposals must score sixty (60) points or higher to be qualified for funding.

Scoring criteria are as follows:

- Need – 40 points
  - The Applicant demonstrates through narrative responses and information in attachments that the Proposal fills a critical need
- Feasibility – 30 points
  - The Applicant demonstrates through narrative responses and information in attachments that the Proposal is likely to be successful in preserving affordable housing throughout the duration of the loan term
- Organizational Capacity – 30 points
  - The Applicant demonstrates through narrative responses and information in attachments that the non-profit or resident organization has the capacity to preserve the property in good conditions for the duration of the loan term

## Scoring and Awards Process

DHCD conducts panel reviews of all Applications submitted in CAMS on at least a monthly basis. During review by the scoring panel, the Application is first screened to ensure the Project and Applicant meet the eligibility requirements. Projects or Applicants which do not meet eligibility requirements are not provided with a numerical score.

DHCD staff will score all qualified Applications based the criteria above. Applications meeting the minimum threshold of sixty (60) points are eligible for a preliminary offer of loan funding from DHCD, up to the amount requested in the Application as available based on per-project caps, and remaining funds for allocation through the MHPAP Program. These offers are preliminary awards and are contingent upon the Applicant meeting certain requirements as outlined in the Program Guidelines and in the specific letter of award offer.

DHCD reserves the right to retain any funds offered during an application cycle or program year as unallocated, and such unallocated funds will be carried forward to future application cycles and program years as allowed.

## Chapter 6 – Compliance with Applicable Laws

The [Fair Housing Act](#) prohibits discrimination in the sale or rental of housing based on race, color, religion, sex, national origin, disability, or familial status. This prohibition applies to all housing units in a property assisted with the MHPAP program, and any proposal or applicant that discriminates or proposals which are structured to discriminate are ineligible.

The Recipient shall comply with all applicable state and federal laws, rules, guidelines, and regulations that pertain to nondiscrimination and fair housing. Any rental lots or units within a manufactured home park receiving assistance from the MHPAP Program are subject to these provisions.

All other applicable State policies related to fair housing, conflict of interest, or DHCD loan terms and compliance will apply.