

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF FEDERAL FINANCIAL ASSISTANCE**

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MEMORANDUM FOR: ___ All HCD employees, individual and organizations representing HCD while administering the ReCoverCA Housing Programs as well as all participants of the ReCoverCA Housing Programs

FROM: ReCoverCA Housing Programs

SUBJECT: Update to Program Policies and Procedures

This memo is to announce upcoming changes to ReCoverCA Housing Programs Policies and Procedures for Owner-Occupied Rehabilitation/Reconstruction and Single-Family Reconstruction programs that will be in effect as of the posting date of this memo. These changes will be integrated into the newest versions of those Programs' Policies and Procedures at a future date, upon which this memo will be rescinded and superseded.

Policies and Procedures update:

2017/2018-v7.1 **subsection 8.4.1**; 2020-v1.2 **subsection 5.5a.**; 2021-v1.0 **subsection 7.4**:

Floorplan Assignment Process – Determining Unit Size and Type

Case Management will verify previous structure type, bedroom count, and conditioned square footage using third-party data such as commercial real estate databases, county records, or previous building permits.

The CM will then provide Applicants with a list of Program floorplans they are eligible for based on first, the bedroom count of their damaged property, and the number of current household members following the occupancy standards outlined in subsection **8.5 “Occupancy Standards”** if only their household size increased since the disaster, and last, on the conditioned square footage of the damaged property.

Policies and Procedures update:

2017/2018-v7 **subsection 10.1.1**; 2020-v1.2 **subsection 2.2**; 2021-v1.0 **subsection 5.1.1**

Reconstruction is defined as the rebuilding of a structure on the same site in substantially the same manner, unless otherwise technically infeasible.

Site constraint situations uncovered during the initial site visit and further documented with supporting evidence from the construction manager, of the inability or found to be technically infeasible, to transport and/or install a new manufactured housing unit at the subject site may be reviewed for a stick-built home. HCD must have the opportunity to review, request further documentation, and concur with the documentation provided before a determination is provided to the property owner.

This is not a property owner driven discussion or option, but only driven by documentation of site constraints, provided by the construction manager to support any further review.

Stick built homes will need to have a satisfactorily completed Tier II environmental review based on site characteristics and be able to meet local building code requirements as a part of any conditional approval.