



Manufactured/Mobile Home Relocation Assistance Distribution Methodology August 13, 2021

**Reviewed and approved by Commerce AAG July 23, 2021*

With the passage of [Chapter 28, Laws of 2021 \(E2SHB 1083\), Concerning relocation assistance for tenants of closed or converted manufactured/mobile home parks](#), Commerce revised the relocation assistance distribution process. Key to this legislation is the removal of the 40 percent limit on cash assistance; an increase in the amount of assistance available for eligible homeowners; cash assistance paid to eligible homeowners upon determination of program eligibility, and if certain conditions are met, a second cash assistance payment to those eligible homeowners; the ability for eligible homeowners to transfer title of their homes to community owners; opportunities for community owners to request reimbursement for removal of homes via demolition/disposal; and the repeal of provisions requiring the reduction of relocation assistance if eligible homeowners receive financial assistance for relocation from sources other than the Manufactured/Mobile Home Park Relocation Fund ([RCW 59.21.050](#)).

Distribution Methodology Effective July 25, 2021

1. The maximum amount of relocation assistance the Department of Commerce (Commerce) may distribute to eligible homeowners (homeowners)¹ is \$17,000 for a multi-section home (including single-section with additional, built living space) and \$11,000 for a single-section home.
[\[Section 2; RCW 59.21.021 \(3\)\]](#)
2. Commerce will distribute the initial cash assistance to homeowners in the amount of \$12,000 for a multi-section home (including single-section with additional, built living space) and \$8,000 for a single-section home to relocate the home or secure alternative housing.
[\[Section 2; RCW 59.21.021 \(3\) \(a\)\]](#)

¹ For purposes of explaining the relocation assistance methodology, a “homeowner” is equivalent to an “eligible homeowner”.

3. Commerce will distribute the remainder of the total assistance to homeowners who document they completed one of the following “within 90 days of receiving the cash assistance”:
 - Transfer title (sign over title)² of the manufactured/mobile home to the community owner,
 - Relocate the home, or
 - Demolish and dispose of the home

[\[Section 2; RCW 59.21.021 \(3\) \(b\)\]](#)

 - a. Homeowners who document they completed one of the above activities in the required timeframe will receive the remainder of the total assistance in cash as follows:
 - \$5,000 (multi-section, including single-section with additional, built living space)
 - \$3,000 (single-section)
 - b. Homeowners who choose to transfer title of the manufactured/mobile home to the community owner must select that option on the Manufactured/Mobile Home Relocation Assistance Program application and submit to Commerce copies of required title transfer documentation.
 - Homeowners will receive the second cash assistance payment upon Commerce review and approval of required title transfer documentation.
 - Commerce’s ability to distribute the homeowner’s second cash assistance payment is not contingent upon the community owner completing the title transfer process.
 - c. Homeowners who choose to relocate their home or demolish and dispose of their home must submit documentation satisfactory to Commerce that proves contractor(s) are appropriately licensed, bonded, insured, and have all required certifications (asbestos, manufactured home installer, etc.).
 - Documentation includes, but may not be limited to, copy of final bid, executed contract(s), copies of certifications, and copies of final permits that demonstrate all work was completed in a satisfactory manner.
 - Homeowners are not required to submit invoices, receipts, and payment confirmation for their expenses.
 - d. Homeowners who are not able to obtain a title for their home are only eligible to receive the first cash assistance payment upon determination of program eligibility.
4. If “within 90-days of receiving the cash assistance” a homeowner transfers the title of their home to the community owner, or does not remove their home from the community via relocation or demolition/disposal, the community owner may seek reimbursement from the

² For purposes of distributing the remainder of the total assistance, Commerce affirms the act of an eligible homeowner “signing over title” to the community owner equivalent to the eligible homeowner “transferring the title” to the community owner.

Relocation Assistance Fund for costs incurred for demolition and disposal of the home as follows:

- \$4,000 (multi-section, including single-section with additional, built living space)
- \$2,500 (single-section)

[\[Section 2; RCW 59.21.021 \(4\) and \(4\) \(a\)\]](#)

a. If costs for the community owner to demolish and dispose of the home exceed the amounts available from the Relocation Assistance Fund, the community owner may seek reimbursement from the community owner portion of the Relocation Coordination Fund as follows:

- \$4,500 (multi-section, including single-section with additional, built living space)
- \$3,000 (single-section)

[\[Section 2; RCW 59.21.021 \(4\) \(b\)\]](#)

b. Community owners who submit requests for reimbursement for costs incurred from demolition and disposal of a home must submit the following documentation to Commerce:

- Documentation satisfactory to Commerce that proves contractor(s) are appropriately licensed, bonded, insured, and have all required certifications (asbestos, manufactured home installer, etc.). Documentation includes, but may not be limited to, copy of final bid, executed contract(s), copies of certifications, and copies of final permits that demonstrate all work was completed in a satisfactory manner.
- Invoices, receipts, and payment confirmation upon project completion for review prior to reimbursement for contracted expenses.

c. Commerce will not reimburse a community owner for costs related to the removal and reinstallation of homeowner's home.