



NY Rising Homeowners Program – Manufactured Homes

Manufactured Home Retailer/Installer Guide

October 2, 2017

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The NY Rising Homeowners Program (the Program) will provide qualified applicants with funds to purchase a new manufactured home which must be located on a site outside of the 100 year flood plain. Each applicant has been given an estimated award amount for the complete purchase and installation of their new manufactured home based on their household size. The applicant's award will not exceed that estimate, but will be adjusted based on the actual cost of the approved work, whichever is less.

This guidance document describes the Program requirements for the New York State licensed manufactured home retailer/installers. If you have any questions, please call the Program at 844-212-9711.

NOTE: The Manufactured Home component of the Program is closed to new applicants.

What must the retailer/installer do?

- Provide the Applicant with an itemized purchase agreement, including all of the following:
 - Specific location on which the new home will be located
 - Itemized scope of work that outlines purchase and installation of new home, connection of utilities, permitting fees, and demolition of old home
 - Anticipated delivery date
 - Total Cost, broken down by the Program's payment schedule described below
- Accept payment from the Program in the form of two-party checks written to the Applicant and to licensed retailer/installer according to the following payment schedule:
 - 50% payment after review of and approval by the Program of the Purchase Agreement and signature by the Applicant
 - 25% interim payment
 - 25% payment after the Program has conducted an inspection of the completed home, the retailer/installer has submitted proof of a HUD seal, certificate of occupancy, and all necessary permits
- Supply a newly manufactured unit which meets United States Department of Housing and Urban Development (HUD) Manufactured Home Construction and Safety Standards and is Energy Star approved.
- Ensure that the manufactured home is installed in a location outside of the 100-year floodplain.
- After securing all necessary local permits, construct or reutilize an appropriate foundation/pad and fully install and connect all utilities to the manufactured home. If the retailer is not installing directly, ensure that the installer is certified by the NYS Department of State.
- Demolish/remove the old manufactured home after securing any necessary permits and approvals.
- Ensure that all activities and construction meet state and local code requirements.
- Confirm with the Applicant that the amount of their estimated award is sufficient to cover the full cost of the purchase and scope of work.
- Ensure that the Applicant obtains a certificate of occupancy and HUD seal upon completion.