

**MANUFACTURED HOUSING CONSENSUS COMMITTEE (MHCC) – SAMPLE PROPOSAL FORM**

For further information on the MHCC, please contact Home Innovation Research Labs at 1-888-602-4663 or via email at [mhcc@homeinnovation.com](mailto:mhcc@homeinnovation.com). You may also contact HUD's Office of Manufactured Housing Programs at (202) 708-6423 or via email [mhcc@hud.gov](mailto:mhcc@hud.gov)

**FOR OFFICE USE ONLY**

Log #: \_\_\_\_\_

Date Rec'd: \_\_\_\_\_

Date \_\_\_\_\_ Name \_\_\_\_\_ Tel. No. \_\_\_\_\_

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Indicate Organization Represented (if any) \_\_\_\_\_

1. a) MHCC Document Title/CFR Section Title \_\_\_\_\_  
b) Section/Paragraph \_\_\_\_\_

2. Proposal recommends: (check one)  new text  revised text  deleted text

3. Proposal (include proposed new or revised wording, or identification or wording to be deleted): (Note: Proposed text should be in legislative format: i.e. use underscore to denote wording to be inserted (inserted wording) and strike through to denote wording to be deleted (~~deleted wording~~).

4. Statement of Problem and Substantiation for Proposal: (Note: State the problem that will be resolved by your recommendation; give the specific reason for your proposal including copies of tests, research papers, experience, etc. Provide a cost/benefit review of your recommendation. If more than 200 words, it may be abstracted for publication.)

5.  This Proposal is original material. (Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought, or research and, to the best of his/her knowledge, is not copied from another source.)

This Proposal is not original material, its source (if known) is as follows: \_\_\_\_\_

6. Cost/Benefit Information. The Proposal must include a statement as to whether the proposed change would result in an increased cost, and if so, how much of an increase. The benefit to be gained if the proposed change is implemented in the manufactured housing program document must also be described.

7. All proposals submitted for consideration by the MHCC must be presented in a format showing existing language (if applicable) with proposed deletions ~~stricken out~~, and proposed additions in underlined letters. In addition, all proposals shall include a statement of what the proposal is trying to achieve.

8. All proposed changes for consideration by the MHCC must be submitted to the Administering Organization (AO). The AO will then do one of the following within 7 business days of receipt:
  - a. If the proposal is in the correct format specified in #7 above, forward it to all members of the MHCC.
  - b. If the proposal is not the correct format as specified in #7 above return it to the person who submitted it with instructions for proper formatting.
9. The Chair of the MHCC shall assign all proposed changed to a subcommittee for consideration.

*I hereby grant the U.S. Department of Housing and Urban Development all and full rights in copyright, in this proposal, and I understand that I acquire no rights in any publication of HUD in which this proposal in this or another similar or analogous form is used.*

**Signature (Required)** \_\_\_\_\_

**PLEASE USE SEPARATE FORM FOR EACH PROPOSED CHANGE**

**Send to: Home Innovation Research Labs**  
 400 Prince George's Boulevard  
 Upper Marlboro, MD 20774  
 Phone: 301-249-4000 Toll-free: 1-888-602-4663 Fax: 301-430-6180  
 Email: [mhcc@homeinnovation.com](mailto:mhcc@homeinnovation.com)

**INSTRUCTIONS FOR SUBMITTING PROPOSALS ON MHCC DOCUMENTS**

*Use a separate proposal form for submitting each proposed amendment.*

1. Type or print in black ink.
  2. Indicate the number, edition year, and title of the document or regulation. Also indicated the specific section or paragraph that the proposed amendment applies to.
  3. Check the appropriate box to indicate whether this proposal recommends adding new text, revising existing text, or deleting text.
  4. In the space identified as "Proposal" indicate the exact wording you propose as new or revised text, or the text you propose to be deleted.
  5. In the space titled "Statement of Problem and Substantiation for Proposal" state the problems that will be resolved by your recommendation and give the specific reason for your proposal. Include copies of test results, research papers, experience, cost/benefit information, or other materials that substantiate your recommendation.
  6. Check the appropriate box to indicate whether or not this proposal is original material, and if it is not, indicate the source of the material.
  7. Sign the proposal.
- If supplementary material (*photographs, diagrams, reports, etc.*) is included, you may be required to submit sufficient copies for all members of the MHCC. The MHCC is authorized to abstract the "Statement of Problem and "Substantiation for Proposal: if it exceeds 200 words for publication in the Federal Register.