

APPENDIX H: MANUFACTURER AND DEALER INTERVIEW INVITATION

Date

Mr. /Ms. [Respondent Name]

Title / Position

Address

Dear [Respondent Name]:

2M Research (2M), in conjunction with the U.S. Department of Housing and Urban Development (HUD), is conducting a study of practices in urban and suburban communities regarding local regulations and their impact on the placement of factory-built homes. Factory-built housing, also known as offsite manufacturing, refers to housing that is manufactured offsite, such as modular homes, panelized building systems, and manufactured homes (or HUD Code homes). Information from this study will be used by 2M and HUD to inform emerging, promising practices to make factory-built housing part of an affordable housing mix within communities.

You were identified as a manufacturing company official who could answer questions about your company's practices regarding factory-built homes. 2M would like to conduct a semi-structured telephone interview with you that will last approximately 45 minutes. The interview will be scheduled on a day and time that is convenient for you. Your responses will be protected and will not be released or published in any form that could identify you or your company. If you believe another person is better suited to answer questions on regulations related to manufactured housing, please have that person email us with their contact information.

We appreciate your time for this important research study on affordable housing in the United States and feel your insights and experiences would greatly enhance HUD's understanding of promising practices for factory-built housing. If you would like me to send you the results of our study, you have the option of providing your contact information at the end of the interview, or you can call, email, or write me with your request independently of the interview. Thank you in advance for your participation, and please feel free to contact me using email address and phone number below if you have any questions.

Sincerely,

2M Contact

Title

Email address/phone number