

APPENDIX E: LAND USE OFFICIAL INTERVIEW INVITATION

Date

Mr./Ms. [Respondent Name]

Title/Position

Address

Dear [Respondent Name]:

In conjunction with the U.S. Department of Housing and Urban Development (HUD), 2M Research (2M) is conducting a study of practices in urban and suburban communities regarding local regulations and their impact on the placement of factory-built homes. This information will be used by 2M and HUD to inform emerging, promising practices for making factory-built housing part of an affordable housing mix within communities.

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). The attached information sheet provides illustrative examples of the different types of factory-built housing that this study focuses on.

You were identified as a local official who could answer questions about your jurisdiction's practices regarding factory-built homes. 2M would like to conduct a telephone interview with you that will last approximately 45minutes. Your responses will be protected and will not be released or published in any form that could identify you or your jurisdiction. If you believe another person is better suited to answer questions on regulations related to manufactured housing, please provide us with their contact details, and we will follow up with them.

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 independent of the interview. Thank you in advance for your participation, and please feel free to contact me using the email address or phone number below if you have any questions.

Sincerely,

2M Contact

Title

Email address/phone number