

Pursuant to 42 U.S.C. § 5404(c)(2) (section 605(c)(2) of the National Manufactured Housing Construction and Safety Standards Act of 1974), HUD will implement an installation program in each state that does not have a program meeting the requirements of 42 U.S.C. § 5404(c)(3). This State Installation Program Certification form will be used for each state to self-certify the adequacy of its installation program, and for HUD to review that self-certification. Your answers to the following questions are necessary for a proper review, although some questions are for informational purposes only. Please answer each question completely, but concisely. Additional pages may be used if necessary, identifying each item by number. At the end of the form, please certify the responses as full and accurate. Public reporting burden for this collection is estimated to average 2 hours per response including the time for reviewing the instructions, searching existing data sources, gathering and maintaining the data as needed, and completing and reviewing the collection of information. Response to the information collection is required to obtain and retain state self certification. This agency may not collect this information, and no one is required to complete this form, unless the form displays a currently valid OMB control number.

## **Part A – Contact Information**

1. Name, address, telephone number, email address, and functional area of responsibility for each state agency responsible for administering any component (i.e., installation standards, licensing and training of installers, and inspections of installations) of the state's installation program:

2. Name and title of the administrator or director in charge of each state agency identified above:

3. Name, title, address, telephone number, and email address of each person responsible for administering each component of the state's installation program, listed by component area:

## Part B –State Certification

1. Describe the state’s installation program, citing state laws and regulations that establish requirements for: (a) installation standards; (b) training of installers; (c) licensing of installers; and (d) inspection of manufactured home installations.

2. Does the state require that the installation of manufactured homes comply with specific standards?

YES

NO

3. If yes to question 2, do these installation standards provide residents protection that, as required by 42 U.S.C. § 5404(c)(3)(A), equals or exceeds the protection provided either: (i) by standards established by HUD; or (ii) by designs and instructions that have been determined by the Secretary of HUD or DAPIA to provide protection to residents that equals or exceeds the protection that would be provided by HUD standards for the applicable installations?

YES

NO

4. Does the state require that at least the installation standards referenced in item 3, above, apply in all areas and jurisdictions within the state?

YES  NO

If no to question 4, please identify each area or jurisdiction in the state to which state law does not apply to the installation standards, and explain why, as a matter of federal law, the state believes it should be exempt from applying the installation standards in each of those areas and jurisdictions.

5. Describe how the state has determined that its installation standards provide protection that equals or exceeds the protection provided by HUD's installation standards, as required by 42 U.S.C. § 5404(c)(3)(A).

6. Does the state's manufactured home installation standards address the following items identified in 24 CFR 3286.505?

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| a. Site location with respect to home design and construction condition? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b. Consideration of site-specific condition?                             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. Site preparation and grading for drainage?                            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. Foundation construction?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| e. Anchorage?  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| f. Installation of optional features, including comfort cooling systems? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| g. Completion of ductwork, plumbing and fuel supply systems?             | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| h. Electrical Systems?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| i. Exterior and interior close-up?                                       | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| j. Skirting, if installed?   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| k. Completion of operational checks and adjustments?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

7. Describe how the state's manufactured home installation program addresses the training of installers in accordance with 42 U.S.C. § 5404(c)(3)(B). Please provide information on the amount of training required, both initially and on a continuing basis.

8. Describe how the state's manufactured home installation program addresses the licensing of, or other certification process for, installers in accordance with 42 U.S.C. § 5404(c)(3)(B).

9. Does the state provide adequate funding and personnel to support its installation program?  YES  NO

10. Does the state have a method for inspecting the initial installations of new manufactured homes in accordance with 42 U.S.C. § 5404(c)(3)(C)?  YES  NO

(a) If yes to question 10, what portion or percentage of the installation of initially sited manufactured homes is inspected?  YES  NO

(b) If the answer to question (a) is less than one hundred percent of the installation of initially sited manufactured homes, what sampling plan is used to provide a reasonable likelihood of detecting problems with any installer and to ensure that overall program quality can be assured with statistical confidence?

11. Does the state review or track the inspection of manufactured home installations? YES NO

12. If yes to question 11, explain what information the state tracks and how the state uses the information.

13. Does the state have a mechanism for revoking or suspending an installer's license or certification? YES NO

14. If yes to question 13, briefly explain the procedure and when it would be used:

### Part C – Compliance Certification

I hereby certify that the state certification information above is true and accurate to the best of my knowledge and belief.

By: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print or type name and official capacity of signatory)

\_\_\_\_\_  
(Print or type name of state)