

U. S. Department of Housing and Urban Development
Office of Housing

Special Attention of: Transmittal Handbook No.: 4950.1 REV. 3

DIRECTORS, HOUSING Issued: August 11, 1997
DIVISIONS: SINGLE FAMILY
AND MULTIFAMILY

1. This Transmits

Handbook 4950.1 REV.3, Technical Suitability of Products
Program Processing Procedures, dated 8/97.

2. Explanation of Changes:

This handbook has been completely revised to include changes
that have occurred since March 1988. It now includes the User
Fee Schedule adopted in 1984 and modifies HUD Field Office
functions to fit current staffing patterns.

3. Filing Instructions:

Remove

Insert

Handbook 4950.1 Rev-2
dated March 1988

Handbook 4950.1 Rev.3
dated 8/97

Assistant Secretary for Housing-
Federal Housing Commissioner

HSRS: Distribution: W-3-1,R-1,R-2,R-3-1(H)(RC),R-3-2,R-3-3,R-6,R-6-2,R-7,R-7-2,
R-8,ASC

Handbook 4950.1 REV-3

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

Program Participants
and Departmental Staff

AUGUST 1997

TECHNICAL SUITABILITY OF
PRODUCTS PROGRAM
PROCESSING PROCEDURES

4950.1 REV. 3

FOREWORD

Section 521 of the National Housing Act directs the Secretary to
adopt a uniform procedure for acceptance of materials and products
to be used under HUD housing programs.

This Handbook outlines the overall Technical Suitability of
Products Program and processing procedures for review and
acceptance of building systems, components, products, and

materials.

The two major categories of acceptance are:

1. Structural building systems, subsystems, and components.
2. Structural and nonstructural materials and products.

The objectives of this program are the acceptance of suitable new, innovative building materials and systems to encourage the development of technological advances in home building.

References:

1. HUD 4910.1 1994 Edition - Minimum Property Standards for Housing containing standards and referenced standards for:

Single Family Housing
Multifamily Housing
Care-Type Facilities

U.S. Department of Housing and Urban Development

Special Attention of:

Directors of Housing
Development Division
Field Office Managers and
Chiefs

Transmittal for Handbook No.: 4950.1
REV-2 CHG-3
Issued: January 21, 1994

Change to Appendix 2, Handbook 4950.1 REV-2, Technical Suitability of Products Program Processing Procedures, dated March 30, 1988

Summary: The tabulation of "Listed States, Category III Housing" is expanded from 26 states to 27 states to include the State of New Mexico.

Filing Instruction

Remove
Handbook 4950.1 REV-2 CHG-2
Appendix 2, dated 4/92

Insert
Handbook 4950.1 REV-2 CHG-3
Appendix 2, dated 1/94

Nicolas P. Retsinas
Assistant Secretary for Housing
- Federal Housing Commissioner

HSMMP : Distribution : W-2(H)(A)(OGC), W-3(H)(A)(Z)(OGC), W-4(H)(OGC),

R-1, R-2, R-3, R-3-1(H)(RC), R-3-2, R-3-3, R-6,
R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-8-1, W-2(H)

W-2(H)(A)(OGC), W-3(H)(A)(Z)(OGC), W-4(H)(OGC), R-1, R-2, R-3, R-3-1,
(H)(RC), R-3-2, R-3-3, R-6, R-6-1, R-6-2, R-7, R-7-1, R-7-2, R-8-1,

W-2(H)

R-1 Regional Administrators, Deputy Regional Administrators
R-2 Office Directors, Principal Assistants in Regional
Administrators' offices
R-3 Bulk shipment to Regional Offices
R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area
R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs
R-3-3 Category D offices - bulk
R-6 Category A offices - Office Managers and Deputy Office
Managers
R-6-1 Category A offices - bulk
R-6-2 Category A offices - Division Directors
R-7 Category B offices - Office Managers and Deputy Office
Managers
R-7-1 Category B offices - bulk
R-7-2 Category B offices - Division Directors
R-8-1 Category C offices - bulk
W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

H O U S I N G

Special Attention of:

Transmittal for Handbook No.:
4950.1 Rev. 2 CHG 2

DIRECTORS, HOUSING DEVELOPMENT DIVISION
FIELD OFFICE MANAGERS AND CHIEFS

Issued: April 24, 1992

1. This Transmits:

Change to Appendix 2, Handbook 4950.1 Rev. 2, Technical
Suitability of Products Program, dated 3/88.

2. Explanation of Changes:

The tabulation of "Listed States, Category III Housing" is
expanded from 24 states to 26 states to include the State of
South Carolina and the State of Tennessee.

3. Filing Instruction:

Remove:
Handbook 4950.1 Rev. 2

Insert:
Handbook 4950.1 Rev. 2 CHG 2

Appendix 2, dated 3/88

Appendix 2, dated 4/92.

Arthur J. Hill
Assistant Secretary for Housing
- Federal Housing Commissioner

W-3-1

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

U.S. Department of Housing and Urban Development

H O U S I N G

Special Attention of:

Transmittal Handbook No.: 4950.1
REV. 2

DIRECTORS, HOUSING DEVELOPMENT
DIVISIONS: FIELD OFFICE MANAGERS AND
CHIEFS: BRANCH CHIEFS, HOUSING
DEVELOPMENT DIVISION, AEC BRANCH
PERSONNEL

Issued: 3/30/88

1. This Transmits

Handbook 4950.1 REV.2, Technical Suitability of Products Program
Processing Procedures, dated March 1988.

2. Explanation of Changes:

This handbook has been completely revised to include changes that
have occurred since August 1979. It now includes the User Fee
Schedule adopted in 1984 and modifies HUD Field Office functions
to fit current staffing patterns.

3. Filing Instructions:

Remove
Handbook 4950.1
dated August 1979

Insert
Handbook 4950.1 REV.2
dated March 1988

Assistant Secretary for Housing
- Federal Housing Commissioner

HOUSING

Special Attention of:
DIRECTORS, HOUSING DEVELOPMENT
DIVISIONS: FIELD OFFICE MANAGERS AND
CHIEFS: BRANCH CHIEFS, HOUSING
DEVELOPMENT DIVISION, AEC BRANCH
PERSONNEL

Transmittal Handbook No.: 4950.1
REV. 2 Change 1
Issued: 10/24/91

1. This Transmits

Change No. 1 to Handbook 4950.1 REV.2, Technical Suitability of Products Program Processing Procedures, dated March 1988.

2. Explanation of Changes:

Section 1-4. User Fee Schedule has been revised to incorporate a new User Fee Schedule which appeared in The Federal Register, Volume 55, August 1, 1990 (31240). This Section also contains a new mailing address for User Fee checks provided by the Office of Finance and Accounting under the Assistant Secretary for Administration. Page 29 is being changed to incorporate changes in printed text.

3. Filing Instructions:

Remove
Existing Pages 1-1, 1-2,
1-3, 1-4 and
Existing Page 29, dated 3/88

Insert:
Revised Pages 1-1, 1-2
1-3, 1-4, and
Revised Page 29

Assistant Secretary for Housing
- Federal Housing Commissioner

U.S. Department of Housing and Urban Development
Washington, D.C. 20410

Program Participants
and Departmental Staff

March 1988

Technical Suitability of
Products Program
Processing Procedures

W-3-1, W-2 (OGC) (Z) (H), W-3 (ADM) (H) (ZAOO), W-4(H),

R-1, R-2, R-3, R-3-1(H), R-3-2, R-3-3, R-6, R-6-1,

R-6-2, R-7, R-7-1, R-7-2, R-8, R-8-1, Code 026-Tab 13

HUD-23 (9-81)

W-3-1 Directives Management Officers--Headquarters and Regions,
library, ACIR (Advisory Commission on Intergovernmental
Relations)

W-2 HQ Office Directors, Special Assistants,
those reporting directly to Assistant Secretaries

W-3 HQ Division Directors, those reporting directly to Office
Directors, multiple copies for staff

W-4 Branch Chiefs, multiple copies for staff

R-1 Regional Administrators, Deputy Regional Administrators

R-2 Office Directors, Principal Assistants in Regional
Administrators' offices

R-3 Bulk shipment to Regional Offices

R-3-1 Bulk shipment to Regional Offices for selective
distribution by program area

R-3-2 Directors, Administrative Services Divisions and
Administrative and Management Services Divisions, and
Administrative staffs

R-3-3 Category D offices - bulk

R-6 Category A offices - Office Managers and Deputy Office
Managers

R-6-1 Category A offices - bulk

R-6-2 Category A offices - Division Directors

R-7 Category B offices - Office Managers and Deputy Office
Managers

R-7-1 Category B offices - bulk

R-7-2 Category B offices - Division Directors

R-8 Category C offices - Office Managers and Deputy Office
Managers

R-8-1 Category C offices - bulk

TABLE OF CONTENTS

Paragraph		Page
CHAPTER 1. GENERAL		
1-1.	Scope	1-1
1-2.	Background	1-1
1-3.	Acceptance Documents	1-1
1-4.	User Fees	1-2
1-5.	General Standards	1-4
1-6.	Exceptions to the Program	1-4
1-7.	Definitions and Descriptions	1-5
1-8.	Prohibited Uses of Acceptance Documents	1-8
1-9.	Assuring Product Quality and Durability	1-8
CHAPTER 2. ENGINEERING BULLETINS, STATE LETTERS OF ACCEPTANCE		
2-1.	General	2-1
2-2.	Sponsor's Requirements	2-1
2-3.	Categories of Modular and Panelized Housing	2-1
2-4.	Administration Procedures	2-3
2-5.	Preparing Submissions	2-4
2-6.	Factory Inspections	2-9
2-7.	Renewals, Supplements, and Revisions	2-11
2-8.	Identification of Category I and II Factory-Built Housing Units	2-12
2-9.	Post Acceptance Responsibilities	2-13
2-10.	Cancellation	2-14
CHAPTER 3. MATERIALS RELEASES		
3-1.	General	3-1
3-2.	Submissions	3-1
3-3.	Processing Procedures	3-1
3-4.	Submissions by Sponsors	3-2
3-5.	Design and Documentation	3-4
3-6.	Basic information and Data Collection	3-5
3-7.	Revisions and Renewals	3-5
3-8.	Post Acceptance Responsibilities	3-6
3-9.	Cancellation	3-6
3-10.	Resubmissions	3-7
i		
4950.1 REV. 3		
CHAPTER 4. USE OF MATERIALS BULLETINS		
Paragraph		Page
4-1.	General	4-1
4-2.	Field Office or Homeownership Center Responsibilities	4-1
4-3.	Initiation of a Use of Materials Bulletin	4-1
4-4.	UM Development Process by HUD	4-1

4-5.	Sponsor Submissions	4-2
4-6.	Revisions, Addenda, and Supplements,	4-3
4-7.	Manufacturer Compliance Responsibilities	4-4
Appendix 1	Samples of Bulletins	
Appendix 2	Category III Housing (28 States)	
Appendix 3	Description of Materials	
Appendix 4	Modular and Panelized Housing Factory Inspection Report	

* Information collection requirements in this Handbook have been approved by OMB and assigned approval number 2502-0313

FOREWORD

Section 521 of the National Housing Act directs the Secretary to adopt a uniform procedure for acceptance of materials and products to be used under HUD housing programs.

This Handbook outlines the overall Technical Suitability of Products Program and processing procedures for review and acceptance of building systems, components, products and materials.

The two major categories of acceptance are:

- 1) Structural building systems, subsystems and components.
- 2) Structural and nonstructural materials and products.

The objectives of this program are the acceptance of suitable new and innovative building materials and systems to encourage improvements in, and development of, technological advances in home building.

References:

- 1) HUD 4910.1 - Minimum Property Standards for Housing containing standards and referenced standards for:
 - Single Family Housing
 - Multifamily Housing
 - Care-Type Facilities
- 2) HUD 4950.2 - Design Criteria for Trussed Rafters
- 3) HUD 4145.1 - Architectural Processing and Inspections for Home Mortgage Insurance
- 4) HUD 4190.1 - Single Family Underwriting Reports

CHAPTER 1. GENERAL

1-1. SCOPE: This Handbook describes the policies and procedures of the Technical Suitability of Products Program. This program provides for HUD's review, evaluation, and acceptance of building systems, components, products, and materials for structures approved for HUD mortgage insurance.

1-2. BACKGROUND:

- A. Section 521 of the National Housing Act (12 U.S.C. 1735e) directs the Secretary to adopt a uniform procedure for the acceptance of materials and products to be used in structures approved for HUD-insured mortgages.
- B. Applicants with Acceptable Materials, components, products or building systems receive appropriate technical suitability documents permitting use in HUD associated building construction.

1-3. ACCEPTANCE DOCUMENTS:

- A. Acceptance documents are:
 - 1. Materials Release (MR) - by which HUD accepts a specific manufacturer's building system, material, or product. (Example, Appendix 1A)
 - 2. Engineering Bulletin - by which HUD accepts a manufacturer's housing system or subsystem, sanitary drainage system, and wet core. The two types of engineering bulletins are:
 - a. Structural Engineering Bulletin (SEB)
 - b. Mechanical Engineering Bulletin (MEB)
(Examples, Appendices 1B and 1C)
 - 3. Use of Materials Bulletin (UM) - by which HUD publishes a generic standard for a product or group of similar products. (Example, Appendix 1D)
 - 4. State Letter of Acceptance (SLA) - by which a HUD State Office accepts factory-produced housing in a specific geographical jurisdiction. (Example, Appendix 1E)

1-1

4950.1 REV. 3

B. Individual Documents

- 1. Are issued after complete analysis by HUD technical personnel.

2. Are numbered consecutively.
3. Have a review date 3 years after the issue date (Use of Materials Bulletins are an exception).
4. Shall be submitted for renewal 90 days before the review date.

C. Mailing Addresses

1. Technical information for acceptance documents other than SLAs shall be sent to:

Manufactured Housing and Standards Division
Office of Consumer and Regulatory Affairs
Department of Housing and Urban Development
451 7th Street, SW
Washington, DC 20410-8000

2. Technical information for SLAs shall be furnished to the State Office having jurisdiction; to the attention of the Director, Office of Housing; or Housing Division.

1-4. USER FEES: Request for an acceptance document requires payment of a fee by the sponsor or manufacturer. (24 CFR 200.934)

A. User Fee Schedule (in dollars).

ITEM	NEW	REVISION	RENEWAL
MR	4000	2000	800
SEB	4000	2000	800
MEB	4000	2000	800
SLA	1000	800	400
UM	3000		

1-2

4950.1 REV. 3

- B. Checks and Money Orders shall be made out to the Department of Housing and Urban Development for all acceptance documents. All payments shall be sent to the following address, except SLAs (See below):

Technical Suitability of Products Fees
Department of Housing and Urban Development
P. O. Box 954199
St. Louis, MO 63195-4199

For SLAs, send payment to the attention of the Collection Officer (for deposit to Account NO. 86-09-0300),

c/o Director, Office of Housing, or Housing of the appropriate HUD Field Office or Homeownership Center.

C. When to Submit Fees

1. Fees for renewals and acceptance as program administrator for a UM under 24 CFR 200.935 shall be paid in full at the time of initial application.
2. Fees for initial acceptance documents or revisions of SEBS, MRs, MEBS, SLAB shall be paid:
 - a. in full, at the time of application, or
 - b. one-half with the application, and one-half when the draft issuance is returned to HUD with the applicant's concurrence signature.
3. Renewals are required every 3 years.

D. Returned Fees

When a product is ineligible or necessary information is not available, the fee may be returned, or a portion of it may be returned and a portion retained by HUD.

E. Changes to the User Fee System were published in the Federal Register on May 1, 1997 (62 FR 23783).

1-3

4950.1 REV. 3

1-5. GENERAL STANDARDS:

- A. Basic Standards are the HUD Minimum Property Standards (MPS) for Housing, HUD 4910.1.
- B. Supplemental Standards include design procedures and test methods recommended by authoritative, nationally recognized organizations such as:

American Concrete Institute (ACI)
American Institute of Steel Construction (AISC)
American National Standards Institute (ANSI)
American Society of Civil Engineers (ASCE)
American Society of Heating, Refrigerating &
Air Conditioning Engineers (ASHRAE)
American Society of Mechanical Engineers (ASME)

1-6. EXCEPTIONS TO THE PROGRAM (See also 1-7.E.2):

- A. Certain Products are not eligible for review and acceptance under the Technical Suitability of Products Program. They include products:
 1. For which the quality control requirements,

distribution, and variation in application make it impractical for HUD review;

2. That are basic materials that are not complete products, but are used in the production of other building products;
3. That are major appliances, fixtures, or nonstructural builder's hardware;
4. That do not contribute to the durability of a building;
5. That generally are not included in a mortgage; or
6. That are accepted under the MPS or an existing suitability document.

1-4

4950.1 REV. 3

B. Examples of Exceptions Are:

1. Decorative interior or exterior finishes and coatings
2. Security devices and other alarm systems
3. Swimming pools
4. Storage sheds, trash bins, portable carports, and similar items
5. Laundry lines, awnings, flower boxes, and similar items
6. Electrical fixtures and devices, outdoor barbecues, and lampposts
7. Decorative railing and disappearing stairs
8. Items of equipment or materials not generally included under a mortgage document (e.g., utility meters and mains for sewer, water, electricity, and gas)
9. Mechanical and electrical systems and component equipment (furnaces, air conditioners, water heaters, etc.)

1-7. DEFINITIONS AND DESCRIPTIONS:

- A. Component: A preassembled part of a building, often containing structural elements.
- B. Engineering Bulletins: Are issued by HUD to provide an engineering description of a building system or

subsystem. They specify quality controls, factory inspection, and material properties that meet an acceptable level of performance.

- C. Material: Any product or substance used in the building construction process.

1-5

4950.1 REV. 3

- D. Materials Releases (MR)

1. These documents, issued by HUD Headquarters, provide for HUD acceptance of specific non-standard building materials, or products not covered by the current MPS.
2. These documents are addenda to the MPS, and are issued only when the material or product is deemed suitable for use in HUD housing programs.

- E. Minimum Property Standards (MPS)

1. These standards establish minimum acceptance criteria for components, materials, products, and methods of construction considered for residential buildings covered by HUD housing programs.
2. Products and methods are considered technically suitable by HUD without an acceptance document if they comply with Federal, industry and other standards and codes referenced in the MPS, or if they comply with HUD-developed construction requirements.

- F. Engineering Bulletins are technical acceptance documents issued by HUD for non-standard factory-fabricated modules, components or subsystems.

1. Structural Engineering Bulletins (SEB):

Indicate structural acceptability of systems or subsystems such as modular housing, log homes and panelized construction for complete housing units, or floor, wall and roof systems. Acceptance of units to be transported into more than one State requires an SEB.

2. Mechanical Engineering Bulletins (MEB):

Indicate structural and/or functional acceptability of wet-core units that consist of a structural envelope and mechanical core. Innovative drainage systems are also covered by MEB's.

1-6

4950.1 REV. 3

- G. State Letters of Acceptance (SLA):
1. SLAs provide for acceptance of Category I (See 24.C.) factory produced housing which use materials and systems covered by the MPS and model building codes (CABO, SBC, BOCA, and UBC).
 2. Are granted by a HUD State Office after review by HUD staff and/or HUD's contractor. Sponsors applying for SLAs should apply to the State Office of the State in which their manufacturing facility is located.
 3. Are sent to other Field Offices or Homeownership Centers in the State, to provide for acceptance of a manufacturer's unit within that State. SLAs are accepted within the issuing State only.
- H. Module: Factory-built living unit, or a three-dimensional prefabricated portion of it.
- I. Prime sponsor (or Sponsor):
1. Manufactures materials, products, or housing systems
 2. Owns or controls the factory
 3. Legally controls the transportation, distribution, erection, and/or installation of the product, and
 4. Is the entity to whom an acceptance document is granted.
- J. Product: Any material or manufactured item used in construction.
- K. Product Classification: Items may not clearly fall into one of the classifications in paragraph 1-3.A. If the item is material- or product-oriented, it may be considered for a Materials Release. Housing component or system-oriented items may be considered for Engineering Bulletins.
- L. Referenced Standard: Any separate published standard included in another standard only by reference.

- M. System: An assembly of building materials fabricated to form a part or all of a building.
- N. Subsystem: An assembly of building materials fabricated to form part of a system.

- O. Use of Materials Bulletin (UM): Generic acceptance document issued by HUD Headquarters to apply to a product or a group of similar products, usually made by several manufacturers.
 - 1. UMs serve as an interim HUD standard for a type of product (plastic bathroom fixtures, carpet, etc.)
 - 2. UMs are also developed to promulgate third-party quality assurance programs when needed (e.g., windows, etc.)

1-8. PROHIBITED USES OF ACCEPTANCE DOCUMENTS: They must not be:

- A. Transferred to any person or successor entity.
- B. Used in Advertising, sales promotion, or in any other way that states or implies endorsement or approval by HUD/FHA, or by any component of HUD.
- C. Used to imply that the product is superior in comparison with other products.

See the first pages of Appendices 1A - 1E for cautionary statements for acceptance documents regarding prohibited uses.

1-9. ASSURING PRODUCT QUALITY AND DURABILITY:

- A. General
 - 1. HUD's policy is to establish reasonable requirements for quality and durability of the products it accepts under its Technical Suitability of Products Program.

1-8

4950.1 REV. 3

- 2. HUD may require the sponsor to furnish the results of specific testing programs/activities to indicate that requirements in the acceptance document are fulfilled.

- B. Product Quality Assurance

Acceptance bulletins shall state requirements for one or more of the following quality assurance procedures:

- 1. Quality control, which is a responsibility the manufacturer is expected to exercise in all production.
- 2. Self-Certification of product conformance to standards cited in the acceptance document.
- 3. Third-Party Quality Assurance, a procedure for

specific production items in which a qualified independent agency validates adherence to standards cited in the acceptance document.

4. Warranties for:
 - a. Product performance for an intended purpose
 - b. Product durability for a specified time
 - c. Performance and durability of a manufacturer's system, including its parts, for a specific purpose and time
 - d. Repair and/or replacement of a material or product not meeting warranty

5. Warranty of a Builder's Installation assumed by the manufacturer may include one or more of the following:
 - a. Installer/Applicator training
 - b. Installer/Applicator supervision
 - c. Installation inspection

CHAPTER 2. ENGINEERING BULLETINS, STATE LETTERS OF ACCEPTANCE

2-1. GENERAL: This chapter discusses HUD's acceptance of housing systems, subsystems and components through the use of Engineering Bulletins and State Letters of Acceptance.

2-2. PRIME SPONSOR'S REQUIREMENTS:

- A. An eligible prime sponsor shall have a factory capable of producing the component or system, or shall legally control the production, in addition to controlling transportation, distribution and installation.
- B. Eligibility requires that completed components or systems be made available for inspection.

2-3. CATEGORIES OF MODULAR AND PANELIZED HOUSING:

A. Three Categories of modular and panelized housing and related components have been established for purposes of issuing acceptance documents. They are:

Category	Acceptance Documents
I	SEB or SLA
II	SEB only
III	State label only

B. Category I:

Includes factory-produced modular housing units which comply with the MPS and the HUD accepted building code in all respects, except for special features included in the SEB.

Technical acceptance documents are necessary because certain elements are concealed in the factory, and cannot be inspected at the construction site.

C. Category II:

Includes modules and components that are complex and have structural features that are either not addressed by, or not in compliance with HUD MPS.

- 1. All features, other than structural, must comply with the HUD MPS.
- 2. A technical suitability analysis is performed to determine whether the structural aspects of the

submission meet the objectives of HUD MPS.

3. Review of plans, specifications and calculations is made to determine acceptability to HUD of any special structural features. This includes:
 - a. Review of the sponsor's quality control program.
 - b. Inspection of the production facility and existing units manufactured in the plant.

D. Category III includes:

1. Factory-produced Category I housing units or components whose structural features, materials and systems of construction are subject to State agency design and construction regulations.
2. Initial HUD review and acceptance of State standards and enforcement procedures.
3. Annual monitoring of State labeling program based on individual HUD/State agreement.
4. Appearance in a current listing of Category III State Agencies in this Handbook (see Appendix 2) or the HUD-accepted listing is on the World Wide Web. Listed States comply with the following:
 - a. Units have a unique identification, and an official State label indicating acceptance under the State program.
 - b. Units have a permanently affixed data plate that describes design loads and specifications (e.g. live load, snow load, wind load, seismic zone). Units must meet the requirements of the 1995 Model Energy Code or the latest HUD-accepted MEC standard.

2-2

4950.1 REV. 3

- c. Builder certification that all non-structural features comply with the MPS and HUD accepted building codes. The HUD Field Office or Homeownership Center has the responsibility of determining acceptability of non-structural features.

2-4. ADMINISTRATION PROCEDURES:

- A. Applications: Only prime sponsors (See Definitions) can apply for acceptance documents.
- B. Processing: Responsibilities of sponsors are listed in

for, elements in compliance with HUD MPS when conformance is not self-evident.

4. Plant and site of fabrication and erection, and details for structural connections, lifting and transportation.
5. When possible, design procedures and test methods recommended by authoritative organizations such as those listed in 1-5.B.
6. Engineering assumptions and computations in support of a proposal, with the drawings listed in the acceptance document.
7. The imprinted seal of a professional design engineer on drawings and calculations for highly complex submissions.
8. Test results conducted and certified by a recognized US testing laboratory, or other qualified professional firm or organization, or witnessed by a technical representative of such an organization and certified by one of its officers.

2-4

4950.1 REV. 3

9. Certification includes:
 - a. A detailed description of the specimen tested
 - b. A description of test objectives
 - c. A description of testing procedures and of accuracy of instruments (reference standards tests when used)
 - d. Complete test data and results
 - e. Interpretation of test results, including pass/fail statement

C. Submissions by Sponsors: The following are guidelines of data to include in applications for an Engineering Bulletin or an SLA.

1. Organization Data
 - a. Company or corporate name.
 - b. Main office address, including street address and zip code.
 - c. Address of each manufacturing plant proposed for system production under HUD housing programs.

- d. Names and respective positions of principal officers: the person in charge of production and the person in charge of quality control.
- e. Relationship of prime sponsor company to any parent, affiliated, or subsidiary companies. Indicate all licensed producers.
- f. Detailed quality control program, including responsibilities for supervision and inspection.

(HUD may require documentation that the quality control program has been reviewed and approved by a qualified independent quality control agency).

2-5

4950.1 REV. 3

- g. Indicate organizational relationship of inspectors to the principal officers.
 - h. For franchise operations, evidence of the prime sponsor's legal responsibility for quality control, inspection, and certification of the product.
 - i. Evidence of legal responsibility for the necessary monitoring of the franchises performance in the transportation, erection, inspection, and furnishing the builder's warranty, as appropriate.
2. Production Data:
- a. Evidence that the sponsor is fully prepared to produce the component submitted for determination of technical suitability.
 - b. Street address, name of owner and date of completion of at least one existing unit of the particular system produced in the sponsor's factory; or the location of a prototype unit that may be inspected.
 - c. Description of plant facilities, and of the capability, means and methods of manufacture.
 - d. Description of method of transportation and special construction, bracing and securing necessary during transportation.
 - e. Description of field installation, erection and handling procedures at the site, and of field quality control program.

- f. Current marketing and distribution data. When the application is for an SEB, list any dwelling units (ten (10) minimum) erected under SIAs or under HUD programs within the past year.

2-6

4950.1 REV. 3

3. Engineering Data:

- a. A complete set of manufacturing and erection drawings, to scale, and no larger than 18" x 24". Drawings may be reduced as long as clarity is retained. The following information shall be shown on the drawings:
 - 1. A complete title block, drawing number, date, revision dates as applicable.
 - 2. Foundation plans and details, including anchorage of structure to foundation, and any special structural features of the foundation that may be required, with notation of loads transmitted to foundations.

At least one foundation plan meeting the MPS shall be shown. (The foundation itself is field-constructed, and is not covered by the SEB.)
 - 3. Drawings containing structural floor and roof framing plans, elevations of loadbearing walls and other loadbearing elements. Provide drawings, as required, showing resistance to racking, sections and details showing size and spacing of all structural members, components and their connections, including: Type and method of fastening all covering materials, such as subflooring, sheathing, siding, interior and exterior finish.
 - a. Complete details, sizes of members, and subflooring, sheathing, siding, interior and exterior finish.
 - b. Details of insulation, vapor barrier installation, and attic, basement and crawl space ventilation: calculations as may be required to show that the insulation meets the MPS.

4950.1 REV. 3

- c. Structural details necessary to show special construction features, including methods of fabricating, erecting, joining, connecting and finishing all elements.

2-7

- d. General structural design notes, showing live load, wind and snow loads, seismic zones, allowable stresses, and modulus of elasticity for all structural materials, limits of deflection-to-span ratios, and other pertinent data.
- 4. Architectural floor plans, elevations, and building cross sections.
 - 5. Other Structural Information
 - a. "Description of Materials, Form HUD 92005," for a typical house, specifying only the structurally related items (Nos., 1-12, 14, 26 and 27). A copy of this form is included in Appendix 3. Structural engineering design assumptions and calculations, and MPS structural design requirements shall be observed.
 - b. Details of any known variances of the product or system from MPS requirements.
 - c. Copies of acceptances received from other public and private agencies, and documents upon which such actions are based, if available.
 - d. Recommendations as to use limits with respect to geographical, environmental, physical, and durability considerations. In the case of durability, the degree and type of maintenance required shall be stated.
 - e. Laboratory and field test data pertinent to determination of acceptability.
 - 6. Outline description using format shown as part of Appendices 1B and 1E, and indicating Category I or II Construction.

- a. Include a brief description of the component, with emphasis on special construction features. Show descriptive material, where practicable, on drawings and in specifications.

2-8

4950.1 REV. 3

- b. List all pertinent drawings, with numbers, dates and descriptive titles.
- c. List addresses of manufacturing plants to produce units in the acceptance document.
- d. Include references to special test requirements such as fire ratings, flame-spread ratings, and long-term aging and durability.

4. Furnishing Information:

- a. Prime sponsors forwarding incomplete submissions to obtain bulletins will be asked to supply necessary missing information. Prompt responses will expedite processing.
- b. All inquiries to, and requests for, information from the sponsor shall be answered to the satisfaction of HUD staff.

2-6. FACTORY INSPECTIONS:

A. Initial Inspection:

The prime sponsor shall have a factory capable of producing the components described. The factory will be inspected by HUD Field Office or Homeownership Center personnel having jurisdiction, or other representatives designated by HUD Headquarters.

- 1. Initial inspection shall be made for all Category I, Category II, and MEB submissions not more than six months before the issuance of an acceptance document.
- 2. Form [HUD 92051-M](#) "Modular and Panelized Housing Factory Inspection Report" shall be filed at the issuing office for each plant to be listed on the acceptance document before issuance.
 - a. This report shall show a satisfactory:

- Manufacturing process
- Quality control program
- Prototype unit

2-9

4950.1 REV. 3

- b. See sample Form [HUD 92051-M](#) in Appendix 4
3. When an initial or other factory inspection cannot be made in a timely manner by HUD personnel, the manufacturer may arrange with the Field Office or Homeownership Center to employ a HUD-approved fee inspector to make the inspection.

B. Additional Inspections:

All manufacturing facilities listed in acceptance documents must be inspected at least once each year by HUD Field Office or Homeownership Center personnel having jurisdiction, or by other representatives designated by HUD Headquarters (See 2-6.A.3).

1. Annual inspections are made in the same manner as an initial inspection, to verify originally gathered information.
2. An annual inspection shall be arranged to serve as the inspection required when acceptance documents are renewed every three years.
3. When inspection reveals that factories no longer produce dwelling units:
 - a. On Form [HUD 92051-M](#) under Item III, Recommendation, the box indicating "Restriction, Unacceptable for Mortgage Insurance," must be checked.
 - b. No further inspections shall be made until the sponsor notifies HUD that production will be resumed on a specific date.
 - c. During such periods, HUD will contact the prime sponsor at 12-month intervals, reporting results on Form [HUD 92051-M](#).
 - d. While the manufacturer is on a "Restricted Basis" no units or components shall be accepted under any HUD program. Products during such a period shall not be identified as conforming to an acceptance document.

2-10

4950.1 REV. 3

4. Field Inspection for a modular unit or component is the same as for field constructed units, except as modified by the acceptance document.

2-7. RENEWALS SUPPLEMENTS AND REVISIONS:

A. Renewals:

1. Shall be obtained every three years after initial issuance of an Engineering Bulletin or an SLA, in accordance with the User Fee Regulation, see 1-3, B. 3) & 4) and 1-4.
2. Are processed by the issuing office.

B. Supplements:

1. Are issued to reflect minor technical changes in an existing bulletin, such as an addition or deletion of plant, an address change, or correction of a typographical error
2. Shall be initiated by the prime sponsor
3. Should contain only the information being changed
4. Are reviewed and processed by the issuing Office.

C. Revisions:

1. Are issued to reflect significant changes in a system or subsystem
2. Are initiated by the prime sponsor, who presents a complete submission in accordance with 2-4
3. Are processed through the original issuing Office
4. Shall be processed in conformance with the User Fee regulation, see 1-4.

2-11

4950.1 REV. 3

2-8. IDENTIFICATION OF CATEGORY I AND II FACTORY-BUILT HOUSING UNITS:

A. Serial Numbers:

1. A serial number shall be assigned to each unit to be fabricated under BUD requirements, and shall be entered in the permanent records of the manufacturer before the start of fabrication.
2. Records of serial numbers shall be available to the HUD inspector upon request.

3. The serial number must be conspicuous (by stencil, placard, etc.) on the unit at all stages of construction, as notice that the work shall meet pertinent HUD requirements.

B. Data Plates:

1. Completed housing units shall be identified by a serially numbered, permanent plate affixed near the main electrical panel or other readily accessible location before shipment from the factory.
2. The permanent data plate must show the manufacturer's name and address, date of completion in factory, design loads for wind and snow and seismic zone, and conformance to the 1992 Model Energy Code.

C. Unmarked Units:

HUD will not insure mortgages on factory-produced dwelling units not identified by serial numbers as described above.

D. Components:

Panels, joists, beam and column assemblies, etc., shall either:

1. be manufactured in a plant whose total production meets SEB requirements; or

2-12

4950.1 REV. 3

2. be identified individually by the number of the HUD acceptance document (SEB or MEB).

2-9. POST-ACCEPTANCE RESPONSIBILITIES:

For all units and components fabricated to meet HUD requirements, under a HUD document of technical suitability, the sponsor must:

- A. Produce, identify and guarantee the components in strict accordance with the terms of the acceptance document, including referenced drawings, specifications, and quality control procedures.
- B. Control the transportation, field erection and installation of the component, and monitor these operations for compliance with the MPS, accepted quality control program, and other acceptance documents.
- C. Comply with all HUD certification requirements.

- D. Correct all poor performance, failure, or manufacturing defects reported to, the sponsor by HUD. If correction is not made as soon as practicable, the acceptance document may be canceled.
- E. For at least a year after issuance, compile a list of all properties in which the component or system has been used, to a minimum of 10 dwelling units.
- F. The list shall include the address or description of the location of the units, and the date of installation or erection.
- G. Upon request, this list must be submitted for review by HUD.
- H. Inform HUD in advance of changes in production facilities, transportation, field erection procedures, design, or materials used in the product, corporate structure, address or name or affiliation of the prime manufacturer or sponsor.

2-13

4950.1 REV. 3

2-10. CANCELLATION:

A. Reasons for Cancellation:

An acceptance document is subject to cancellation at any time. Cancellation may be based on several factors including, but not limited to:

1. Unacceptable performance of the component or housing unit, or sponsor's non-compliance with paragraph 2-7.
2. Failure of the sponsor to maintain proper quality control; failure to identify units or components fabricated under HUD requirements.
3. Nonproduction or cessation of operations, or change of address or corporate structure without notification to HUD.
4. Failure to report changes in the component or in production facilities.
5. Failure to correct poor performance, structural failures, or manufacturing defects.
6. Violation of prohibitions against advertising.
7. Issuance of a more comprehensive form of acceptance, e.g., a SEB supersedes a SLA.

B. Processing Cancellations:

Cancellations are processed by the office which issued the acceptance document. All offices and sponsors holding copies of the acceptance document will receive copies of the cancellation.

1. Field Offices or Homeownership Centers shall recommend cancellation of Engineering Bulletins issued by Headquarters when sufficient cause is known.
2. Cause for cancellation shall be clearly documented on Modular and Panelized Housing Factory Inspection Report Form [HUD 92051m](#).

2-14

4950.1 REV. 3

3. Prior to cancellation, HUD will attempt to reach the sponsor to determine whether the prime sponsor is able to rectify the cause for cancellation, or is in agreement that the bulletin should be canceled.
4. A copy of all correspondence and reports associated with cancellation of a State Letter of Acceptance must be forwarded to Headquarters when cancellation is initiated.
5. Documents issued by Headquarters will be canceled by a formal printed "Notice", with desk distribution the same as for Engineering Bulletins.

2-15

CHAPTER 3. MATERIALS RELEASES

3-1. GENERAL:

- A. Materials Releases (MR) are issued by HUD Headquarters to inform Field Offices or Homeownership Centers of nonstandard proprietary materials or products and systems determined to be technically suitable for use in HUD programs.
- B. Procedures for analysis and acceptance under the MR program are provided in this chapter.

3-2. SUBMISSIONS:

The Prime Sponsor (see 1-7.I) of a nonstandard material, product or system may apply for issuance of a Materials Release by submitting complete information to Headquarters, see 1-3.C for address.

3-3. PROCESSING PROCEDURES:

- A. Proposals submitted for determination of technical suitability are acknowledged, then reviewed to determine eligibility for consideration.
- B. Submissions are assigned to staff professionals for review in the order received.
- C. Progress depends upon the completeness of the submission, the complexity of the product, and the timing of the prime sponsor's response to requests for clarification of details or additional information.
- D. Eligibility
 - 1. HUD will determine whether the material, product or system is covered by HUD MPS or a HUD Use of Materials Bulletin (UM). If so, the prime sponsor will be notified that this product does not require an acceptance document.
 - 2. Eligible products will be evaluated through:
 - a. Technical review of information submitted
 - b. Contacting the sponsor if there is any need for clarification or additional information relative to the submission

- c. Test results conducted and certified by a recognized U.S. testing laboratory, or other

qualified professional firm or organization

d. Instituting such field performance or factory inspections as necessary

3. Sponsors of acceptable products.

HUD will forward a draft Materials Release to the sponsor, When HUD receives concurrence from the sponsor, a formal Materials Release will be sent to all HUD Field Offices or Homeownership Centers.

4. Sponsors of unacceptable products will be notified and given the reason for rejection.

E. Materials Releases are Numbered sequentially by Headquarters.

3-4. SUBMISSIONS BY SPONSORS:

The following is a guideline of data to be included in applications for a Materials Release. HUD may require additional information.

A. Company Operational Information:

1. Company or corporate name

2. Address of:

a. the main office.

b. all plant facilities producing the product.

3. A statement that the company meets the definition of a prime sponsor, has produced the material, product or system offered for evaluation, and has a quality control program.

4. A statement that the company will self-certify and label its material, product or system as conforming to the standards or requirements proposed by the sponsor for HUD acceptance.

3-2

4950.1 REV. 3

5. A statement that the company will retain in its files the details of the certification, labeling and quality control program it plans to use with the material or product being offered for evaluation. Such records shall be available to HUD upon request.

6. A statement agreeing that where the material, product or system is to be subject to a HUD third party certification program, the company will enter

such a program, using the Materials Release as the standard. Further information on this matter is available from HUD Headquarters.

7. If franchise operations are involved, evidence, in writing, to assure that the prime sponsor retains full responsibility for the material, product or system.

B. Engineering Data:

1. Complete description of the material, product or system, including specifications, scale drawings, photographs, and a sample where practical.
2. Full description, including physical and chemical properties, and specifications for all materials used in the product (e.g., specification for plastic used).
3. Engineering properties of the finished product, and design assumptions and calculations used for developing the product, where applicable.
4. Copies of laboratory and field test reports, with a description of the test methods used.
5. Copies of acceptances received from other public and private agencies, with the technical data submitted to gain this acceptance.
6. Use-limits, if any, with respect to geographical, environmental, physical and durability considerations. The degree and type of maintenance required shall be clearly stated.

3-3

4950.1 REV. 3

7. Describe how the material, product or system varies from existing pertinent codes, standards, and HUD MPS.
8. Estimated service life of the material, product or system, under normal use conditions.

C. Installation Information:

1. A statement of the specific uses proposed for the material, product or system.
2. Location, including owner and date of installation, for a minimum of ten existing installations of the material, product or system in as many different geographical and environmental localities as possible.

3. Complete field installation instructions.
4. Where applicable, procedures for monitoring installation and for field quality control.

3-5. DESIGN AND DOCUMENTATION:

- A. A proposed new product to be used in place of a conventional one (e.g., a composite 2x4 in place of a standard wood 2x4) may require a series of reports of tests comparing the performance of the two products. Upon request, these reports shall be provided by the prime sponsor.
- B. For composite materials, products or systems:
 1. elements in compliance with the MPS requirements shall be identified, documented and verified.
 2. elements not covered by the MPS shall also be identified, documented and verified.
 3. the total composite shall also be detailed and verified as a complete working unit.
- C. Incompatibility with adjacent materials (e.g., galvanic corrosion) shall be identified and given appropriate attention.

3-4

4950.1 REV. 3

3-6. BASIC INFORMATION AND DATA COLLECTION: The sponsor is urged to use, whenever possible, design procedures and test methods recommended by organizations generally recognized as authoritative, see 1-5.B.

- A. Design and engineering assumptions and computations in support of a proposal shall be prepared and certified by a qualified professional.
- B. Tests for the initial submission shall be conducted and certified by a technical representative of a qualified testing laboratory other than the sponsor's laboratory. Test reports shall contain:
 1. A detailed description of the specimen tested.
 2. Objectives of the tests.
 3. A description of testing procedures used (identify reference standard tests when used).
 4. Complete test data and results.
 5. Interpretation of test results.

6. A certification statement.

3-7. REVISIONS AND RENEWALS:

A. Revisions:

1. Are issued to reflect significant changes in a material, product or system.
2. Shall be initiated by a sponsor who presents a complete submission according to 3-4.
3. Shall be processed in conformance with the User Fee Regulation, 1-4.

B. Renewals:

Must be obtained every three years after initial issuance of a Materials Release, according to the User Fee Regulation, see 1-4.

3-5

4950.1 REV. 3

3-8. POST-ACCEPTANCE RESPONSIBILITIES: Issuance of a Materials Release commits the sponsor to fulfill, as a minimum, the following responsibilities:

- A. Produce, Label and Certify the material, product or system in strict accordance with the accepted program and the terms of the Materials Release. HUD reserves the right to examine certification program records.
- B. Provide Necessary Corrective Action in a timely manner for all cases of justified complaint, poor performance or failure reported to the prime sponsor by HUD.
- C. Provide a List of Properties when requested, to the Manufactured Housing and Standards Division, HUD Headquarters, in which the material, product or system has been used, including complete addresses or descriptions of locations and dates of installation.
- D. Inform HUD in advance of changes in production facilities, methods, design of the product, company name, ownership or mailing address.

3-9. CANCELLATION:

- A. Materials Releases are subject to cancellation at any time.
- B. Causes for Cancellation include:
 1. Failure to comply with post-acceptance responsibilities in paragraph 3-8.

2. Poor field performance of a material, product or system. When there is documented evidence of poor performance, HUD will investigate the extent of the poor performance and determine the need for cancellation.
3. Failure to renew an MR according to 1-4-C.
4. Failure to cooperate in the evaluation of performance.
5. Termination of production.

3-6

4950.1 REV. 3

6. Development of a Use of Materials Bulletin, or adoption of a standard in the Minimum Property Standards that fully covers the material, product or system. Such action renders a Materials Release no longer necessary.

- C. Cancellations are issued by the Office of Consumer and Regulatory Affairs, HUD Headquarters. Field Offices or Homeownership Centers are required to report, in detail, to the Office of Consumer and Regulatory Affairs all failures of accepted material, products or systems.
- D. Before issuing a cancellation,, the Office of Consumer and Regulatory Affairs will contact the prime sponsor to explore actions the prime sponsor may take to eliminate the reason for cancellation.
- E. A cancellation notice will be issued to inform all HUD Offices of the cancellation of the Materials Release.
 - A broad statement of the reason for cancellation will be given in this notice.
 - Additional details will be available at HUD Headquarters.
 - A copy of the notice will be mailed to the prime sponsor.

3-10. RESUBMISSIONS:

- A. The prime sponsor of a material, product or system, for which a Materials Release has been canceled, may resubmit for reconsideration.
- B. Evidence of correction of the conditions that led to the cancellation, in addition to the information, User Fee and documentation required for an original submission, must be submitted by the prime sponsor. This may include:

1. firm contractual arrangements for third-party testing and certification procedures.
2. technological improvements acceptable to HUD with supporting test data.

CHAPTER 4. USE OF MATERIALS BULLETINS

- 4-1 GENERAL: A Use of Materials Bulletin (UM) is issued by HUD Headquarters to establish a generic level of acceptability for an individual product or system, or a group of similar products or systems. (e.g. Pressure Treated Lumber and Plywood, Plastic Bathroom Fixtures).

Where justified, a third party certification procedure, through which acceptable administrators are made responsible for validating a manufacturer's certification of compliance with required standards, is established in a UM. See 24 CFR 200.935

4-2. FIELD OFFICE OR HOMEOWNERSHIP CENTER RESPONSIBILITIES:

- A. Accept Products that receive a UM
- B. Report on Poor Performance or failures of materials covered by a UM Bulletin.

4-3. INITIATION OF A USE OF MATERIALS BULLETIN: One or more of the following factors must exist for HUD to issue a UM:

- A. The Existence of Three or More Materials Releases for generally similar products.
- B. Absence of An Acceptable National Standard: or the need for promulgating a certification program.
- C. A Request for a UM received from a qualified sponsor such as a trade association, technical society, or other organization of national scope having a justified need for such a bulletin.

4-4. UM DEVELOPMENT PROCESS BY HUD:

- A. Contact National Standards Generating Organizations (See 1-5-B) to determine whether they are developing a similar standard and will be able to complete such a standard within a time span acceptable to HUD.
- B. Solicit Producers, consumer organizations, trade associations, and others such as Governmental Agencies and HUD Field Offices of Homeownership Centers known to have an interest in the development process.

4-1

- C. Prepare an Initial Draft and place it into Departmental Clearance
- D. Prepare a Revised Draft and publish it in the Federal Register, or publish a Notice in the Federal Register

indicating that the proposed draft is available at specified locations for inspection and comment.

- E. Prepare a Final UM and publish it in the Federal Register, indicating the date it becomes effective, or publish a Federal Register Notice announcing its effective date and the locations where it may be inspected.
- F. Print and Transmit copies of the UM to all HUD Field Offices or Homeownership Centers, and the sponsor(s). Forward a copy to Management Services Division, HUD Headquarters.

4-5. PRIME SPONSOR SUBMISSIONS:

- A. Initial Information:
 - 1. Statement and supporting data identifying the need for a UM.
 - 2. Standards for certification criteria, as follows:
 - a. If the UM is to be a Standard, submit the proposed standard with appropriate supporting technical data, such as tests and specifications; or
 - b. If the UM is to promulgate a third-party certification program, submit a request for HUD guidelines for developing it; or
 - c. Both a. and b., apply.
 - 3. Evidence of compliance with the User Fee Schedule, See 1-4.
- B. Additional Information - HUD may request additional information including test data if necessary. Sponsor should be prepared to submit information on the following, as appropriate:

4-2

4950.1 REV. 3

- Quality control
- Certification and labeling
- Recordkeeping requirements
- Warranty policy
- Engineering specifications
- Description of chemical and physical properties

- Field and/or laboratory test data
- Locations of installations of existing products so that HUD may, as appropriate, view the product's performance under a variety of conditions
- Recommended uses and limitations
- Estimated service life of the product
- Installation data and/or recommendations, and
- Any other special concerns or pertinent data.

C. Address for Submission: Send request for UMs, and all other related correspondence, to Headquarters (see 1-3.C).

4-6. REVISIONS, ADDENDA, AND SUPPLEMENTS: A UM Bulletin shall be revised, added to or supplemented, as necessary, to assure that the document is current with the latest HUD criteria and the latest recognized certification agency listing, where applicable.

Substantial changes will be developed in the manner outlined in paragraph 4-4.

For guidelines on information supporting requests for changes,, see Paragraph 4-5.

4-3

4950.1 REV. 3

4-7. MANUFACTURER COMPLIANCE RESPONSIBILITIES: To participate in HUD housing construction programs, manufacturers of products which receive a UM Bulletin shall comply with the following:

- A. Production Compliance: Producers shall manufacture, certify and label their materials, products or systems as meeting the requirements of a specific Use of Materials Bulletin.
- B. Certification: Producers who are self-certifying shall retain the details of their certification, labeling and quality control program in their files for five years. Such records shall be made available for examination by HUD upon request.
- C. Suspension for Noncompliance: When noncompliance is determined by HUD, the labeling of a product as complying with the UM shall be suspended until noncompliance is corrected.
- D. Corrective Action: Shall be timely for all justified complaints of poor performance or failure reported by HUD.

4-4

Appendix 1

SAMPLES OF BULLETINS

Appendix 1A through 1E are examples of

Materials Releases
Structural Engineering Bulletins
Mechanical Engineering Bulletins
Use of Materials Bulletins
State Letters of Acceptance

Each acceptance document contains standardized paragraphs.
Necessary information that changes is outlined or described.

Page 1

4950.1 REV. 3

Appendix 1A

Sample Materials Release

U.S. Department of Housing and Urban Development
Office of Housing-Federal Housing Commissioner

TO: DIRECTORS, OFFICE OF HOUSING
DIRECTORS, MULTIFAMILY DIVISION
DIRECTORS, SINGLE FAMILY DIVISION

SUBJECT: 1. Product
2. Name and Address of Manufacturer

Data on the nonstandard product described herein have been reviewed by the Department of Housing and Urban Development, and determination has been made that it is considered suitable, from a technical standpoint, for the use indicated herein. This Release does not purport to establish a comparative quality or value rating for this product, as compared to standard products normally used in the same manner.

This Materials Release cannot be used as an indication of endorsement, or approval by HUD of the described product, and any statement or representation, however made, indicating such approval, endorsement, or acceptance by HUD is unauthorized. See Code 18 U.S.C. 709.

Any reproduction of this Release must be in its entirety.

USE: A brief description of the use for which the material is intended, i.e.:

Membrane roofing systems for use on nominally flat to steep sloped roofs.

Roof and Wall Sheathing, Subflooring, and Combination
Subfloor/Underlayment.

Page 2

4950.1 REV. 3

Appendix 1A

DESCRIPTION

Describes physical, chemical and engineering properties of the product. This includes all unique features. Presents accurate information clearly relating the product to the Materials Release. Serves field staff in identification of the intended product. Frequently contains required standardized properties, and nonstandard characteristics.

MANUFACTURER'S RESPONSIBILITIES

Issuance of this Materials Release (MR) commits the manufacturer to fulfill as a minimum, the following:

1. Produce, label and certify the material, product or system in strict accordance with the terms of this MR.
2. Provide necessary corrective action in a timely manner for all cases of justified complaint, poor performance, or failure reported by HUD.
3. When requested, provide the Office of Consumer and Regulatory Affairs, Manufactured Housing and Standards Division, HUD Headquarters, with a representative list of properties in which the material, product, or system has been used, including complete addresses or descriptions of locations and dates of installation.
4. Inform HUD, in advance, of changes in production facilities, methods, design of the product, company name, ownership or mailing address.

EVALUATION

This MR shall be valid for a period of three years from the date of initial issuance, or most recent renewal or revision, whichever is later. The holder of this MR shall apply for a renewal or revision 90 days prior to the Review Date printed on this MR. Submittals for renewal or revision, and an appropriate User Fee shall be sent to HUD Headquarters.

Page 3

4950.1 REV. 3

Appendix 1A

The holder of this MR may apply for revision at any time prior to the Review Date. Minor revisions may be in the form of a

supplement to the MR.

If the Department determines that a proposed renewal or supplement constitutes a revision, the appropriate User Fee for a revision will need to be submitted in accordance with Code of Federal Regulations 24 CFR 200.934, "User Fee System for the Technical Suitability of Products Program," and current User Fee Schedule.

CANCELLATION

Failure to apply for a renewal or revision shall constitute a basis for cancellation of the MR. HUD will notify the manufacturer that the MR may be canceled when:

1. conditions under which the document was issued have changed so as to affect production of, or to compromise the integrity of, the accepted material, product, or system;
2. the manufacturer has changed its organizational form without notifying HUD; or,
3. manufacturer has not complied with responsibilities it assumed as a condition of HUD's acceptance.

However, before cancellation, HUD will give the manufacturer a written notice, of the specific reasons for cancellation, and the opportunity to present views on why the MR should not be canceled. No refund of fees will be made on a canceled document.

This Materials Release is issued solely for the captioned firm, and is not transferable to any person or successor entity.

Sample Structural Engineering Bulletin

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF HOUSING-FEDERAL HOUSING COMMISSIONER

TO: DIRECTORS, OFFICE OF HOUSING
DIRECTORS, MULTIFAMILY DIVISION
DIRECTORS, SINGLE FAMILY DIVISION

This Structural Engineering Bulletin (SEB) shall be filed with other SEB's and related bulletins on materials or products as required by prescribed procedures.

The technical description, requirements and limitations expressed herein do not constitute an endorsement or approval by the Department of Housing and Urban Development (HUD) of the subject matter, and any statement or representation, however made, indicating approval or endorsement by HUD is unauthorized and false, and will be considered a violation of the United States Criminal Code, 18 U.S.C. 709.

NOTICE: THIS BULLETIN APPLIES TO DWELLING UNITS BUILT UNDER HUD HOUSING PROGRAMS. NON-HUD-INSURED UNITS MAY OR MAY NOT BE IN CONFORMITY WITH HUD REQUIREMENTS OF THE HUD MINIMUM PROPERTY STANDARDS.

Any reproduction of this Bulletin must be in its entirety, and any use of all or any part of this Bulletin in sales promotion or advertising is prohibited.

1. GENERAL

This Bulletin sets forth specific requirements under the Technical Suitability of Products Program for determining the eligibility of housing to be constructed under HUD mortgage insurance, or other HUD housing programs.

Page 5

4950.1 REV. 3

2. SCOPE

This Bulletin applies only to the structural features of this method of construction. Final determination of eligibility is made by the HUD Field Office or Homeownership Center. Other factors considered by the Field Office or Homeownership Center will be valuation, location, architectural design, site planning and planning and aesthetics, mechanical equipment, thermal characteristics, and market acceptance.

Consideration is also necessary to determine whether a specific property will qualify under the specific HUD program when constructed according to the method outlined in this Bulletin, and where the structure is to be located.

In geographical areas subject to hurricanes, earthquakes, or other severe conditions affecting dwelling structures, the HUD Field Office or Homeownership Center shall require additional safeguards in proposed designs, when necessary.

3. MINIMUM PROPERTY STANDARDS (MPS)

Compliance with HUD MPS will be determined by the HUD Field Office or Homeownership Center on the same basis as submissions involving conventional construction, except for the special features described in this Bulletin.

4. INSPECTION

Field compliance inspections covering conventional items of

construction and any special features covered in this Bulletin shall be made in accordance with prescribed procedures.

The appropriate HUD Field Office or Homeownership Center shall furnish a copy of a HUD field inspection report to Headquarters, Manufactured Housing and Standards Division, Office of Consumer and Regulatory Affairs, when there is:

- a. Evidence of noncompliance with any portion of the system of construction described in this Bulletin.
- b. Faulty shop fabrication, including significant surface defects.
- c. Damage to shop fabricated items or materials due to improper transportation, storage, handling, or assembly.

Page 6

4950.1 REV. 3

- d. Unsatisfactory field workmanship, or performance of the product or system.
- e. Any significant degradation or deterioration of the product, or evidence of lack of durability or performance.

Periodic plant inspections will be made by HUD Field Office, Homeownership Center, or State Agency personnel, in accordance with their prescribed procedures. Factory inspection reports shall be submitted to HUD Headquarters, upon request.

5. CERTIFICATION

The manufacturer named in this Bulletin shall furnish the builder with written certification stating that the product has been manufactured in compliance with HUD Minimum Property Standards (MPS), except as modified by this Bulletin.

The builder shall endorse the certification with a statement that the product has been erected in compliance with HUD MPS except as modified by this Bulletin, and that the manufacturer's certification does not relieve the builder, in any way, of responsibility under the terms of the Builder's warranty required by the National Housing Act, or under any provisions applicable to any other housing program.

This certification shall be furnished to the HUD Field Office or Homeownership Center upon completion of the work.

Page 7

4950.1 REV. 3

OUTLINE DESCRIPTION CATEGORY I or II CONSTRUCTION

1. GENERAL

A short description of the structure for which the Bulletin is issued i.e.

- A conventional modular home
- Dome house
- Stressed skin panel structure
- Log home
- Precast Concrete structure
- Foam core sandwich panel
- Light gage metal structure

This Bulletin is based on a structural review of the model of manufacturer, but may be considered applicable to all structurally similar units of this company. Foundation design and nonstructural items (such as architectural, plumbing, heating and electrical features) are not covered by this Bulletin.

All materials and methods of installation shall be in accordance with HUD Minimum Property Standards (MPS), Use of Materials Bulletins (UM) , and Materials Releases (MR), except as may be specifically noted herein.

2. SPECIFICATIONS

Form HUD-92005, "Description of Materials" specifying only the structurally related items (Nos. 1-12, 4, 26 and 27), as originally submitted for determination of technical suitability, describes the materials that shall be used in construction of housing units under this system of construction.

Form HUD-92005, furnished with each application for use under HUD housing programs, shall include, as a minimum, the same structural materials.

3. DRAWINGS

The following drawings by _____ (the manufacturer) shall be considered an integral part of this Bulletin:

Drawing No.	Date	Description
-------------	------	-------------

Page 8

4950.1 REV. 3

The Builder shall submit construction drawings to the HUD Field Office or Homeownership Center with each application under HUD Housing programs, which shall include the same or similar structural features as shown on the drawings listed above. Copies of these listed drawings shall also be furnished to the HUD Field Office or Homeownership Center by the Builder upon request.

4. SPECIAL CONSTRUCTION FEATURES

(List if CATEGORY II - Leave out if CATEGORY I)

5. DESIGN AND CONSTRUCTION REQUIREMENTS

Design Loads The method described in this Bulletin is based on maximum design loads of 30 psf for snow, Seismic Zone 1, a Basic Wind Speed of 80 mph, and Exposure C (American Society of Civil Engineers Standard 7-93). The Builder shall submit structural calculations to the local HUD Office, if housing units are to be located in geographical areas where these conditions are exceeded.

Framing of Loadbearing Walls Wood-to-wood connections shall be provided between bearing walls and roof/ceiling, or floor construction. Floor covering, including carpeting and vinyl tile, shall not be continued under loadbearing walls.

Roof Construction Trussed rafters shall be designed and constructed in accordance with ANSI/TP1 1-1995 Standard (American National Standards Institute and Truss Plate Institute), "National Design Standard for Metal Plate Connected Wood Truss Construction."

6. MANUFACTURING PLANT(S)

Housing units covered under this Bulletin will be produced in the following plant(s):

(Indicate name, street, and zip code)

The appropriate HUD Field Office or Homeownership Center, or a designated contractor, will inspect this plant in accordance with the prescribed procedures. (In Category III States, use the State Agency Office).

Page 9

4950.1 REV. 3

7. QUALITY CONTROL

The appropriate HUD Field Office, Homeownership Center, or State Agency (in Category III States) in whose jurisdiction the manufacturing plant is located shall review and approve plant fabrication procedures and quality control program to ensure compliance with approved plans and specifications. The quality control program shall include field erection and supervision by _____ (the manufacturer).

8. RECORD OF PROPERTIES

The manufacturer shall provide HUD a list of the first ten properties in which the component or system is used. The list shall include the complete address, or description of location, and approximate date of installation or erection. Failure of the manufacturer to provide HUD with the above information, may result in cancellation of this Bulletin.

9. NOTICE OF CHANGES

The manufacturer shall inform HUD in advance of changes in production facilities, transportation, field erection procedures, design, or of materials used in this product. Further, the manufacturer shall inform HUD of any revision to corporate structure, change of address, or change in name or affiliation of the prime manufacturer. Failure of the manufacturer to notify HUD of any of the above changes, may result in cancellation of this Bulletin.

10. EVALUATION

This Structural Engineering Bulletin (SEB) is valid for a period of three years from the date of initial issuance or most recent renewal or revision, whichever is later. The holder of this SEB shall apply for a renewal or revision 90 days prior to the Review Date printed on this SEB. Submittals for renewal or revision shall be sent to HUD Headquarters. Appropriate User Fee shall be sent to:

U.S. Department of Housing and Urban Development
Technical Suitability of Products Fees
P. O. Box 954199
St. Louis, MO 63195-4199

The holder of this SEB may apply for revision at any time prior to the Review Date. Minor revisions may be in the form of a supplement.

If the Department determines that a proposed renewal or supplement constitutes a revision, the appropriate User Fee for a revision will need to be submitted in accordance with Code of Federal Regulations 24 CFR 200.934, "User Fee System for the Technical Suitability of Products Program," and current User Fee Schedule.

11. CANCELLATION

Failure to apply for a renewal or revision shall constitute a basis for cancellation of the SEB. HUD will notify the manufacturer that the SEB may be canceled when:

- 1) conditions under which the document was issued have changed so as to affect production of, or to compromise the integrity of the accepted material, product or system,
- 2) the manufacturer has changed its organizational form without notifying HUD, or
- 3) the manufacturer has not complied with responsibilities it assumed as a condition of HUD's acceptance.

However, before cancellation, HUD will give the manufacturer a written notice of the specific reasons for cancellation, and the

opportunity to present views on why the SEB should not be canceled. No refund of fees will be made on a canceled document.

This Structural Engineering Bulletin is issued solely for the captioned firm, and is not transferable to any person or successor entity.

4950.1 REV. 3

Appendix 1C

Sample Mechanical Engineering Bulletin

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
OFFICE OF HOUSING-FEDERAL HOUSING COMMISSIONER

TO: DIRECTORS, OFFICE OF HOUSING
DIRECTORS, MULTIFAMILY DIVISION
DIRECTORS, SINGLE FAMILY DIVISION

SUBJECT: 1. Item Description
2. Name and Address of Manufacturer

This Mechanical Bulletin (MEB) shall be filed with other MEBs and related bulletins on materials or products as prescribed procedures.

The technical description, requirements and limitations expressed herein do not constitute an endorsement or approval by the Department of Housing and Urban Development (HUD) of the subject matter, and any statement or representation, however made, indicating approval or endorsement by HUD is unauthorized and false, and will be considered a violation of the United States Criminal Code, 18 U.S.C. 709.

NOTICE: THIS BULLETIN APPLIES TO DWELLING UNITS BUILT UNDER HUD HOUSING PROGRAMS. NON-HUD-INSURED UNITS MAY OR MAY NOT BE IN CONFORMITY WITH REQUIREMENTS OF THE HUD MINIMUM PROPERTY STANDARDS.

Any reproduction of this Bulletin must be in its entirety, and any use of all or any part of this Bulletin in sales promotion or advertising is prohibited.

1. GENERAL

This Bulletin sets forth specific requirements under the Technical Suitability of Products Program for determining the eligibility of housing to be constructed under HUD mortgage insurance, or other HUD housing programs.

2. SCOPE

This Bulletin applies only to the mechanical features of this method of construction. Final determination of eligibility is made by the appropriate HUD Field Office or Homeownership Center. Other factors considered by the Office will be valuation, location, architectural planning and design. Consideration is also necessary to determine whether a specific property will qualify under the specific HUD program, when constructed according to the method outlined in this Bulletin, and where the structure is to be located.

In geographical areas subject to hurricanes, earthquakes, or other severe conditions affecting dwelling structures, the HUD Field Office or Homeownership Center shall require that additional safeguards be in proposed designs, when necessary.

3. MINIMUM PROPERTY STANDARDS

Compliance with HUD Minimum Property Standards will be determined by the HUD Field Office or Homeownership Center on the same basis as submissions involving conventional construction, except for the special features described in this Bulletin.

4. INSPECTION

Field compliance inspections covering conventional items of construction and any special features covered in this Bulletin shall be made in accordance with prescribed procedures.

The appropriate HUD Field Office or Homeownership Center shall furnish a copy of a HUD field inspection report to Headquarters, Manufactured Housing and Standards Division, Office Consumer and Regulatory Affairs when there is:

- a. Evidence of noncompliance with any portion of the system of construction described in this Bulletin.
- b. Faulty shop fabrication, including significant surface defects.
- c. Damage to shop fabricated items or materials due to improper transportation, storage, handling, or assembly.
- d. Unsatisfactory field workmanship or performance of the product or system.
- e. Any significant degradation or deterioration of the product, or evidence of lack of durability or performance.

Periodic plant inspections shall be made by the HUD Field Office or Homeownership Center in accordance with their prescribed procedures. Factory inspection reports shall be submitted to HUD

Headquarters, upon request.

5. CERTIFICATION

The Manufacturer named in this Bulletin shall furnish the builder with a written certification stating that the product has been manufactured in compliance with the HUD MPS, except as modified by this Bulletin.

The builder shall endorse the certification with a statement that the product has been erected in compliance with HUD MPS, except as modified by this Bulletin, and that the manufacturer's certification does not relieve the builder in any way, of responsibility under the terms of the Builder's Warranty required by the National Housing Act, or under any provisions applicable to any other housing program.

This certification shall be furnished to the HUD Field Office or Homeownership Center upon completion of the work.

OUTLINE DESCRIPTION

1. GENERAL

A brief description of the structure for which the Bulletin is issued.

Heating, plumbing, electrical and structural materials and services are shop installed, in accordance with the MPS. Fire protection requirements are also according to the MPS.

This Bulletin is based on a review of the mechanical, electrical and structural features of the shop fabricated modular core units, as manufactured by _____ (the manufacturer).

2. SPECIFICATIONS

Form HUD-92005, "Description of Materials", as submitted for review for determination of technical suitability, determination, shall govern the construction of the modular utility cores described in this Bulletin.

3. DRAWINGS

The following drawings by _____, shall be considered an integral part of this Bulletin:

Drawing No.	Date	Description
-------------	------	-------------

The Builder shall submit construction drawings to the HUD Field Office or Homeownership Center with each application under HUD housing programs, which shall include the same or similar mechanical features as shown on the drawings listed above. Copies

of these listed drawings shall also be furnished to the HUD Field Office or Homeownership Center by the Builder, upon request.

4. MANUFACTURING PLANT(S)

Modular core units covered under this Bulletin will be produced in the following plant(s): (indicate name, street, address and zip code)

The appropriate HUD Field Office, Homeownership Center, or a designated contractor, will inspect the above plant(s), in accordance with prescribed procedures.

Page 15

4950.1 REV. 3

5. QUALITY CONTROL

The appropriate HUD Field Office, Homeownership Center, or State Agency (in Category III states) in whose jurisdiction the manufacturing plant is located, shall review and approve plant fabrication procedures and quality control program, to ensure compliance with approved plans and specifications. The quality control program shall be submitted to HUD Headquarters, upon request. The quality control program includes field erection and supervision by

6. RECORD OF PROPERTIES

The manufacturer shall provide HUD a list of the first ten properties in which the component or system is used. The list shall include the complete address or description of location, and approximate date of installation or erection. Failure of the manufacturer to provide HUD with the above information, may result in cancellation of this Bulletin.

7. NOTICE OF CHANGES

The manufacturer shall inform HUD, in advance, of changes in production facilities, transportation or field erection procedures, or of proposed changes in the design or materials used in the product. Further, the manufacturer must inform HUD of any revision to corporate structure, change of address, or change in name or affiliation of the prime manufacturer. Failure of the manufacturer to notify HUD of any of the above changes, may result in cancellation of this Bulletin.

8. EVALUATION

This Mechanical Engineering Bulletin (MEB) shall be valid for a period of three years from the date of initial issuance or most recent renewal or revision, whichever is later. The holder of this MEB shall apply for a renewal or revision 90 days prior to the Review Date printed on this MEB. Submittals for renewal or revision shall be sent to HUD Headquarters. Appropriate User Fee shall be sent to:

U.S. Department of Housing and Urban Development
Technical Suitability of Products Fees
P. O. Box 954199
St. Louis, MO 63195-4199

The holder of this MEB may apply for revision at any time prior to the Review Date. Minor revisions may be in the form of a supplement to the MEB.

If the Department determines that a proposed renewal or supplement constitutes a revision, the appropriate User Fee for a revision will need to be submitted in accordance with Code of Federal Regulations 24 CFR 200.934, "User Fee System for the Technical Suitability of Products Program," and current User Fee Schedule.

9. CANCELLATION

Failure to apply for a renewal or revision shall constitute a basis for cancellation of the MEB. HUD will notify the manufacturer that the MEB may be canceled when:

1. conditions under which the document was issued have changed so as to affect production of, or to compromise the integrity of the accepted material, product, or system,
2. the manufacturer has changed its organizational form without notifying HUD, or
3. the manufacturer has not complied with responsibilities it assumed as a condition of HUD's acceptance.

However, before cancellation, HUD will give the manufacturer a written notice, of the specific reasons for cancellation, and the opportunity to present views on why the MEB should not be canceled. No refund of fees will be made on a canceled document.

This Mechanical Engineering Bulletin is issued solely for the captioned firm, and is not transferable to any person or successor entity.

OFFICE OF HOUSING-
FEDERAL HOUSING COMMISSIONER

TO: DIRECTORS, OFFICE OF HOUSING
DIRECTORS, MULTIFAMILY DIVISION
DIRECTORS, SINGLE FAMILY DIVISION

SUBJECT:

Members of the HUD staff processing cases and inspecting construction shall use this information in determining acceptability of the subject product for the use indicated.

This Bulletin should be filed with Bulletins on Special Methods of Construction and Materials, as required by prescribed procedures. Additional copies may be requisitioned by the Field Offices or Homeownership Centers.

The technical description, requirements and limitations expressed herein do not constitute an endorsement, approval or acceptance by the Department of Housing and Urban Development of the subject matter, and any statement or representation, however made, indicating approval or endorsement by the Department of Housing and Urban Development is unauthorized and false, and will be considered a violation of the United States Criminal code 18, U.S.C. 709.

Any reproduction of this Bulletin shall be in its entirety, and any use in sales promotion or advertising is not authorized.

Subject to good workmanship, compliance with applicable codes, and the methods of application listed herein, the products described in this Bulletin may be considered suitable for HUD housing programs, including Housing for the Elderly and Care-Type Housing.

Page 18

4950.1 REV. 3

The methods of application for the products listed herein are considered as part of the HUD Minimum Property Standards, and shall remain until this Bulletin is canceled or superseded.

GENERAL AND/OR ADMINISTRATION AND PROCEDURES

Under this heading, the scope of the Bulletin is outlined. The title Administration and Procedures is used for certification programs where processing procedures are described.

STANDARD OR MATERIALS

In this section, applicable standards are identified, and products covered by the UM are described.

LABELING

Any labeling requirements are described in this section.

In certification programs, facsimiles of labels for accepted administrator are shown in this section.

NOTE - In Use of Materials Bulletins, the content of the sections may vary greatly, depending on the information needed for a type of product. Headings may also change, as appropriate for different products.

4950.1 REV. 3

Appendix 1E

Sample State Letter of Acceptance

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

State Office

The Office of State Coordinator

STATE LETTER OF
ACCEPTANCE (SLA)
NO. 000
Issue Date
Review Date

J. Doe Corporation
Street
City State zip

The technical description, requirements and limitations expressed herein do not constitute an endorsement or approval by the Department of Housing and Urban Development (HUD) of the subject matter, and any statement or representation, however made, indicating approval or endorsement by HUD is unauthorized and false, and will be considered a violation of the United States Criminal Code 18 U.S.C. 709.

Notice: THIS STATE LETTER OF ACCEPTANCE IS NOT APPLICABLE TO NON-HUD-INSURED HOMES. NON-HUD-INSURED UNITS MAY OR MAY NOT BE IN CONFORMITY WITH THE REQUIREMENTS OF THE HUD MINIMUM PROPERTY STANDARDS.

Any reproduction of this letter shall be in its entirety, and any use of all or any part of this letter in sales promotion or advertising is prohibited.

This letter sets forth specific requirements under the Technical Suitability of Products Program for determining the eligibility of housing to be constructed under HUD mortgage insurance, or other HUD housing programs.

SCOPE

This State Letter of Acceptance (SLA) applies only to the special structural features of this method of construction. Final determination of eligibility is made by the appropriate HUD Office. Other factors considered by the Office will be valuation, location, architectural design, site planning, and aesthetics, mechanical equipment, thermal characteristics, and market acceptance.

Consideration is also necessary to determine whether a specific property will qualify under the specific HUD program, when constructed according to the method outlined in this SLA, and where the structure is to be located.

In geographical areas subject to hurricanes, earthquakes, or other severe conditions affecting dwelling structures, the appropriate HUD Office shall require additional safeguards in proposed designs, when necessary.

MINIMUM PROPERTY STANDARDS

Compliance with HUD Minimum Property Standards is determined on the same basis as submissions involving conventional construction, except for the special features described in this SLA.

INSPECTION

Field compliance inspections covering conventional items of construction and any special features covered in this Letter shall be made in accordance with prescribed procedures. The Builder will be required to make corrections, when there is:

- a. Evidence of noncompliance with any portion of the system of construction described in this Bulletin.
- b. Faulty shop fabrication, including significant surface defects.
- c. Damage to shop fabricated items or materials due to improper transportation, storage, handling, or assembly.
- d. Unsatisfactory field workmanship, or performance of the product or system.
- e. Any significant degradation, or deterioration of the product, or evidence of lack of durability or performance.

CERTIFICATION

The manufacturer named in this Letter of Acceptance shall furnish the builder with written certification stating that the product has been manufactured in compliance with the HUD Minimum Property Standards (MPS), except as modified by this Letter.

The builder shall endorse the certification with a statement that

the product has been erected in compliance with the HUD MPS, except as modified by this Letter.

The manufacturer's certification does not relieve the builder, in any way, of responsibility under the terms of the Builder's Warranty required by the National Housing Act, or under any provisions applicable to any other housing program. This certification shall be furnished to the HUD Field Office or Homeownership Center, upon completion of the work.

OUTLINE DESCRIPTION, CATEGORY I CONSTRUCTION

GENERAL

A brief description of the conventional modular home appears here.

Construction is basically of conventional wood framing which may include various types of interior and exterior finish materials. All materials and methods of installation shall be in accordance with HUD Minimum Property Standards (MPS), Use of Materials Bulletins (UM) and Materials Releases (MR), except as may be specifically noted herein. Plumbing, heating and electrical systems are shop installed and field connected.

This SLA is based on a structural review of the shop fabricated components of the Model No. of Manufacturer, but may be considered applicable to all structurally similar units of this company.

Foundation design and nonstructural items (such as architectural, plumbing, heating and electrical features) are not covered by this SLA.

Page 22

4950.1 REV. 3

SPECIFICATIONS

Form HUD-92005, "Description of Materials," specifying only the structurally related items (Nos. 1-12, 14, 26 and 27), as originally submitted for determination of technical suitability, describes the materials that shall be used in construction of housing units under this system of construction.

Form HUD-92005, furnished with each application for use under HUD housing programs, shall include, as a minimum, the same structural materials.

DRAWINGS

The following drawings by _____ shall be considered an integral part of this Letter of Acceptance:

Drawing No.	Date
Description	

The Builder shall submit construction drawings to the appropriate HUD Office with each application under HUD housing programs, which

shall include the same or similar structural features as shown on the drawings listed above. Copies of these listed drawings shall also be furnished to the HUD Office by the Builder, upon request.

DESIGN AND CONSTRUCTION REQUIREMENTS

Design Loads: The method described in this Letter of Acceptance is based on maximum design loads of _____psf for snow, Seismic Zone _____, a Basic Wind Speed of _____mph and Exposure C in accordance with the American Society of Civil Engineers Standard 7-93. The Builder shall submit structural calculations to the local HUD Office, if housing units are to be located in geographical areas where these conditions are exceeded.

Framing of Loadbearing Walls: Wood-to-wood connections shall be provided between bearing walls and roof/ceiling or floor construction. Floor covering, including carpeting and vinyl tile, shall not be continued under loadbearing walls.

Page 23

4950.1 REV. 3

Roof Construction: Trussed rafters shall be designed and constructed in accordance with ANSI/TPI 1-1995 Standard (American National Standards Institute and Truss Plate Institute), "Design Specification for Metal Plate Connected Wood Construction."

MANUFACTURING PLANT

Housing units covered under this Letter of Acceptance will be produced in the following plant:

Company Name
Street
City, State Zip Code

QUALITY CONTROL

This Office shall review the plant fabrication procedures, and quality control program at the plant annually.

RECORD OF PROPERTIES

The manufacturer shall provide a list of the first ten properties in which the component or system described in this letter is used. The list shall include the complete address, or description of location, and approximate date of installation or erection. Failure of the manufacturer to provide this Office with the above information, may result in cancellation of this letter.

NOTICE OF CHANGES

The manufacturer shall inform this Office, in advance, of changes in production facilities or methods, transportation or field erection procedures, design or materials used in this product. Further, the manufacturer shall inform this Office of any revision to corporate structure, change of address, or change in name or

affiliation of the prime manufacturer. Failure of the manufacturer to notify this Office of the above changes, may result in cancellation of this letter.

EVALUATION

This SLA is valid for a period of three years from the date of initial issuance or most recent renewal or revision, whichever is later. The holder of this SLA shall apply for a renewal or revision 90 days prior to the Review Date printed on this SLA.

Submittals for renewal or revision, and an appropriate User Fee shall be sent to the attention of the Collection Officer (for deposit to Account No. 86-09-0300) c/o Director, Office of Housing of this Office.

The holder of this SLA may apply for revision at any time prior to the Review Date. Minor revisions may be in the form of a supplement to the SLA.

If the Department determines that a proposed renewal or supplement constitutes a revision, the appropriate User Fee for a revision will need to be submitted in accordance with Code of Federal Regulations 24 CFR 200.934, "User Fee System for the Technical Suitability of Products Program," and current User Fee Schedule.

CANCELLATION

Failure to apply for a renewal or revision shall constitute a basis for cancellation of this SLA. HUD will notify the manufacturer that the SLA may be canceled when:

- 1. conditions under which the document was issued have changed so as to affect production of, or to compromise the integrity of the accepted material, product, or system,
- 2. the manufacturer has changed its organizational form without notifying HUD, or
- 3. the manufacturer has not complied with responsibilities it assumed as a condition of HUD's acceptance.

However, before cancellation, HUD will give the manufacturer a written notice, of the specific reasons for cancellation, and the opportunity to present views on why the SLA should not be canceled. No refund of fees will be made on a canceled document.

 This State Letter of Acceptance is issued solely for the captioned firm, and is not transferable to any person or successor entity.

Appendix 2

CATEGORY III HOUSING

LISTED STATES, CATEGORY III HOUSING (28 STATES)

States Whose Housing Agency Regulations are Acceptable
For Use Under HUD Housing Programs When Housing
Units or Components Bear the State Label

Alabama	Nebraska
Arizona	New Hampshire
California	New Jersey
Colorado	New Mexico
Florida	North Carolina
Georgia	Oregon
Idaho	Pennsylvania
Illinois	Rhode Island
Indiana	South Carolina
Iowa	Tennessee
Maryland	Texas
Michigan	Virginia
Minnesota	Washington
Montana	Wisconsin

Description of Materials

U.S. Department of Housing
and Urban Development
Department of Veterans Affairs
Farmers Home Administration

OMB Control No. 2502-0313
(exp. 06/30/2014)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The National Housing Act (12 USC 1703) authorizes insuring financial institutions against default losses on single family mortgages. HUD must evaluate the acceptability and value of properties to be insured. The information collected here will be used to determine if proposed construction meets regulatory requirements and if the property is suitable for mortgage insurance. Response to this information collection is mandatory. No assurance of confidentiality is provided.

Proposed Construction Under Construction No. _____ (To be inserted by HUD, VA or FmHA)

Property address (Include City and State)

Name and address of Mortgagor or Sponsor

Name and address of Contractor or Builder

Instructions

- For additional information on how this form is to be submitted, number of copies, etc., see the instructions applicable to the HUD Application for Mortgage Insurance, VA Request for Determination of Reasonable Value, or FmHA Property Information and Appraisal Report, as the case may be.
- Describe all materials and equipment to be used, whether or not shown on the drawings, by marking an X in each appropriate check-box and entering the information called for each space. If space is inadequate, enter "See misc." and describe under item 27 or on an attached sheet. **The use of paint containing more than the percentage of lead by weight permitted by law is prohibited.**
- Work not specifically described or shown will not be considered unless required, then the minimum acceptable will be assumed. Work exceeding minimum requirements cannot be considered unless specifically described.
- Include no alternates, "or equal" phrases, or contradictory items. (Consideration of a request for acceptance of substitute materials or equipment is not thereby precluded.)
- Include signatures required at the end of this form.
- The construction shall be completed in compliance with the related drawings and specifications, as amended during processing. The specifications include this Description of Materials and the applicable Minimum Property Standards.

1. Excavation

Bearing soil, type _____

2. Foundations

Footings concrete mix _____ strength psi _____ Reinforcing _____

Foundation wall material _____ Reinforcing _____

Interior foundation wall material _____ Party foundation wall _____

Columns material and sizes _____ Piers material and reinforcing _____

Girders material and sizes _____ Sills material _____

Basement entrance areaway _____ Window areaways _____

Waterproofing _____ Footing drains _____

Termite protection _____

Basementless space ground cover _____ insulation _____ foundation vents _____

Special foundations _____

Additional information

3. Chimneys

Material _____ Prefabricated (make and size) _____

Flue lining material _____ Heater flue size _____ Fireplace flue size _____

Vents (material and size) gas or oil heater _____ water heater _____

Additional information

4. Fireplaces

Type solid fuel gas-burning circulator (make and size) _____ Ash dump and clean-out _____

Fireplace facing _____ lining _____ hearth _____ mantel _____

Additional information

5. Exterior Walls

Wood frame wood grade, and species _____ Corner bracing Building paper or felt _____

Sheathing _____ thickness _____ width _____ solid spaced _____ o.c. diagonal _____

Siding _____ grade _____ type _____ size _____ exposure _____ fastening _____

Shingles _____ grade _____ type _____ size _____ exposure _____ fastening _____

Stucco _____ thickness _____ Lath _____ weight _____ lb.

Masonry veneer _____ Sills _____ Lintels _____ Base flashing _____

Masonry solid faced stuccoed total wall thickness _____ facing thickness _____ facing material _____

Backup material _____ thickness _____ bonding _____

Door sills _____ Window sills _____ Lintels _____ Base flashing _____

Interior surfaces dampproofing, _____ coats of _____ furring _____

Additional information _____

Exterior painting material _____ number of coats _____

Gable wall construction same as main walls other construction _____

6. Floor Framing

Joists wood, grade, and species _____ other _____ bridging _____ anchors _____

Concrete slab basement floor first floor ground supported self-supporting mix _____ thickness _____

reinforcing _____ insulation _____ membrane _____

Fill under slab material _____ thickness _____

Additional information _____

7. Subflooring (Describe underflooring for special floors under item 21)

Material grade and species _____ size _____ type _____

Laid first floor second floor attic _____ sq. ft. diagonal right angles

Additional information _____

8. Finish Flooring (Wood only. Describe other finish flooring under item 21)

Location	Rooms	Grade	Species	Thickness	Width	Bldg. Paper	Finish
First floor							
Second floor							
Attic floor	sq. ft.						

Additional information _____

9. Partition Framing

Studs wood, grade, and species _____ size and spacing _____ Other _____

Additional information _____

10. Ceiling Framing

Joists wood, grade, and species _____ Other _____ Bridging _____

Additional information _____

11. Roof Framing

Rafters wood, grade, and species _____ Roof trusses (see detail) grade and species _____

Additional information _____

12. Roofing

Sheathing wood, grade, and species _____ solid spaced _____ o.c.

Roofing _____ grade _____ size _____ type _____

Underlay _____ weight or thickness _____ size _____ fastening _____

Built-up roofing _____ number of plies _____ surfacing material _____

Flashing material _____ gage or weight _____ gravel stops snow guards

Additional information _____

13. Gutters and Downspouts

Gutters material _____ gage or weight _____ size _____ shape _____
Downspouts material _____ gage or weight _____ size _____ shape _____ number _____
Downspouts connected to Storm sewer sanitary sewer dry-well Splash blocks material and size _____
Additional information _____

14. Lath and Plaster

Lath walls ceilings material _____ weight or thickness _____ Plaster coats _____ finish _____
Dry-wall walls ceilings material _____ thickness _____ finish _____
Joint treatment _____

15. Decorating (Paint, wallpaper, etc.)

Rooms	Wall Finish Material and Application	Ceiling Finish Material and Application
Kitchen		
Bath		
Other		

Additional information _____

16. Interior Doors and Trim

Doors type _____ material _____ thickness _____
Door trim type _____ material _____ Base type _____ material _____ size _____
Finish doors _____ trim _____
Other trim (item, type and location) _____
Additional information _____

17. Windows

Windows type _____ make _____ material _____ sash thickness _____
Glass grade _____ sash weights balances, type _____ head flashing _____
Trim type _____ material _____ Paint _____ number coats _____
Weatherstripping type _____ material _____ Storm sash, number _____
Screens full half type _____ number _____ screen cloth material _____
Basement windows type _____ material _____ screens, number _____ Storm sash, number _____
Special windows _____
Additional information _____

18. Entrances and Exterior Detail

Main entrance door material _____ width _____ thickness _____ Frame material _____ thickness _____
Other entrance doors material _____ width _____ thickness _____ Frame material _____ thickness _____
Head flashing _____ Weatherstripping type _____ saddles _____
Screen doors thickness _____ number _____ screen cloth material _____ Storm doors thickness _____ number _____
Combination storm and screen doors thickness _____ number _____ screen cloth material _____
Shutters hinged fixed Railings _____ Attic louvers _____
Exterior millwork grade and species _____ Paint _____ number coats _____
Additional information _____

19. Cabinets and Interior Detail

Kitchen cabinets, wall units material _____ lineal feet of shelves _____ shelf width _____
Base units material _____ counter top _____ edging _____
Back and end splash _____ Finish of cabinets _____ number coats _____
Medicine cabinets make _____ model _____
Other cabinets and built-in furniture _____
Additional information _____

20. Stairs

Stair	Treads		Risers		Strings		Handrail		Balusters	
	Material	Thickness	Material	Thickness	Material	Size	Material	Size	Material	Size
Basement										
Main										
Attic										

Disappearing make and model number _____

Additional information _____

21. Special Floors and Wainscot (Describe Carpet as listed in Certified Products Directory)

Floors	Location	Material, Color, Border, Sizes, Gage, Etc.	Threshold Material	Wall Base Material	Underfloor Material
	Kitchen				
	Bath				

Wainscot	Location	Material, Color, Border, Cap. Sizes, Gage, Etc.	Height	Height Over Tub	Height in Showers (From Floor)
	Bath				

Additional information _____

22. Plumbing

Fixture	Number	Location	Make	MFR's Fixture Identification No.	Size	Color
Sink						
Lavatory						
Water closet						
Bathtub						
Shower over tub						
Stall shower						
Laundry trays						

Bathroom accessories Recessed material _____ number _____ Attached material _____ number _____

Additional information _____

Curtain rod Door Shower pan material _____ * (Show and describe individual system in complete detail in separate drawings and specifications according to requirements.)

Water supply public community system individual (private) system*

Sewage disposal public community system individual (private) system*

House drain (inside) cast iron tile other _____ House sewer (outside) cast iron tile other _____

Water piping galvanized steel copper tubing other _____ Sill cocks, number _____

Domestic water heater type _____ make and model _____ heating capacity _____ gph. 100° rise.

Storage tank material _____ capacity _____ gallons

Gas service utility company liq. pet. gas other _____ Gas piping cooking house heating

Footing drains connected to storm sewer sanitary sewer dry well Sump pump make and model _____ capacity _____ discharges into _____

Additional information _____

23. Heating

Hot water Steam Vapor One-pipe system Two-pipe system
 Radiators Convectors Baseboard radiation Make and model _____
 Radiant panel floor wall ceiling Panel coil material _____
 Circulator Return pump Make and model _____ capacity _____ gpm.
Boiler make and model _____ Output _____ Btuh. net rating _____ Btuh.

Additional information

Warm air Gravity Forced Type of system _____
Duct material supply _____ return _____ Insulation _____ thickness _____ Outside air intake
Furnace: make and model _____ Input _____ Btuh. output _____ Btuh.

Additional information

Space heater floor furnace wall heater Input _____ Btuh. output _____ Btuh. number units _____
Make, model _____

Additional information

Controls make and types _____

Additional information

Fuel: Coal oil gas liq. pet. gas electric other _____ storage capacity _____

Additional information

Firing equipment furnished separately Gas burner, conversion type Stoker hopper feed bin feed
Oil burner pressure atomizing vaporizing _____
Make and model _____

Control _____

Additional information

Electric heating system type _____ Input _____ watts @ _____ volts output _____ Btuh.

Additional information

Ventilating equipment attic fan, make and model _____ capacity _____ cfm.
 kitchen exhaust fan, make and model _____

Other heating, ventilating, or cooling equipment _____

Additional information

24. Electric Wiring

Service overhead underground Panel fuse box circuit-breaker make _____ AMP's _____ No. circuits _____
Wiring conduit armored cable nonmetallic cable knob and tube other _____
Special outlets range water heater other _____
 Doorbell Chimes Push-button locations _____

Additional information

25. Lighting Fixtures

Total number of fixtures _____ Total allowance for fixtures, typical installation, \$ _____

Nontypical installation _____

Additional information

26. Insulation

Location	Thickness	Material, Type, and Method of Installation	Vapor Barrier
Roof			
Ceiling			
Wall			
Floor			

27. Miscellaneous: (Describe any main dwelling materials, equipment, or construction items not shown elsewhere; or use to provide additional information where the space provided was inadequate. Always reference by item number to correspond to numbering used on this form.)

Hardware (make, material, and finish.)

Special Equipment (State material or make, model and quantity. Include only equipment and appliances which are acceptable by local law, custom and applicable FHA standards. Do not include items which, by established custom, are supplied by occupant and removed when he vacates premises or chattles prohibited by law from becoming realty.)

Porches

Terraces

Garages

Walks and Driveways

Driveway width _____ base material _____ thickness _____ surfacing material _____ thickness _____
 Front walk width _____ material _____ thickness _____ Service walk width _____ material _____ thickness _____
 Steps material _____ treads _____ risers _____ Cheek walls _____

Other Onsite Improvements

(Specify all exterior onsite improvements not described elsewhere, including items such as unusual grading, drainage structures, retaining walls, fence, railings, and accessory structures.)

Landscaping, Planting, and Finish Grading

Topsoil _____ thick front yard side yards rear yard to _____ feet behind main building
 Lawns (seeded, sodded, or sprigged) front yard _____ side yards _____ rear yard _____
 Planting as specified and shown on drawings as follows:
 _____ Shade trees deciduous _____ caliper _____ Evergreen trees _____ to _____ B & B
 _____ Low flowering trees deciduous _____ to _____ _____ Evergreen shrubs _____ to _____ B & B
 _____ High-growing shrubs deciduous _____ to _____ _____ Vines, 2-year _____
 _____ Medium-growing shrubs deciduous _____ to _____ Other _____
 _____ Low-growing shrubs deciduous _____ to _____

Identification—This exhibit shall be identified by the signature of the builder, or sponsor, and/or the proposed mortgagor if the latter is known at the time of application.

Date (mm/dd/yyyy) _____ Signature _____

Signature _____

