

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.

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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.

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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.

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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.

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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.

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- 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.

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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
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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).

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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.

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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
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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.

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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.

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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.

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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.

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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.

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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.
