



OFFICE OF HOUSING

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-8000

MAY 23 2017

MEMORANDUM FOR: All DAPIAs

FROM: Pamela Beck Danner, Administrator
Office of Manufactured Housing Programs

SUBJECT: Renewals for Alternative Construction Letters

A handwritten signature in cursive script, appearing to read "Pamela Beck Danner".

The Department of Housing and Urban Development's (HUD) Office of Manufactured Housing Programs (OMHP) is issuing this memorandum to inform manufacturers and DAPIAs that the OMHP is implementing an expedited process for qualifying manufacturer requests for renewal of Alternative Construction (AC) Approvals. This expedited track is permitted only for renewals of AC approval letters that are requested at least 60 days in advance of expiration and subject to verification of the following information.

- The renewal request includes:
 - Information that the approval is current (not expired and requested at least 60 days prior to expiration date).
 - A list of all State Administrative Agencies, for applicable production and retail locations.
 - DAPIA's letter of concurrence.
- The renewal request does not include:
 - Any changes or proposed amendments (designs, production limitations, manufacturing facilities, notices, checklists, etc.)
- The following information will also be verified upon processing:
 - Cumulative Production Status Reports submitted, timely, and every 90 days.
 - On-Site Inspection reports submitted, timely, and reasonably up-to-date.

Applicable DAPIAs must review the manufacturer's submission for completeness and provide its concurrence to the manufacturer for its submission to HUD.

This initiative is intended to considerably reduce and simplify the associated processing burdens and timeline. It is envisioned that renewal approval letters will be comprised of brief, one page renewals extending the duration and production limitations of the respective approvals subject to continued compliance with all terms and conditions of the previous approval.

The Department is requesting that each DAPIA forward this memorandum to each of their respective manufacturers for whom they serve as a DAPIA.

If you have any questions, please contact Vic Ferrante of this office by email at Victor.J.Ferrante@hud.gov, or by phone at (202) 402-5605.