

## Outline of Model Installation Program (18 FEB 2004)

HUD should utilize the following outline for a National Installation Program as a model in default states that have not adopted by law or rule an installation program consisting of the three main elements. States that have installation programs in place or plan to adopt laws and rules permitting installation programs should use the minimum requirements listed in the outline for a National Installation Program.

HUD staff or a contractor of HUD should develop a program database to record and verify installations and to record how installers meet the minimums set forth in the program. The database would be required to record licensing/certification, continued education, inspections, and installation verifications.

Persons engaged in any areas of installation of manufactured homes or inspection for completion of installation shall be required to be licensed/certified under the program.

### | Three Main Areas of Program

- Training
- **Licensing/Certification**
- **Inspection**

### Training and Continued Education

1. Core curriculum for training and continued education should be based on the model manufactured home installation standard and the manufacturers' approved installation instructions
2. There should be a method for review and approval of training programs.
3. All types of approved training should be allowed, including internet based training
4. Initial training
  - Minimum training should be required prior to being tested for license/certification
  - There should be reciprocity of training between SAA states and between SAA states/Federal default states
5. There should be a continued education requirement for renewal of license/certification

- There should be a mandatory education requirement following a major code change as defined by HUD
- A minimum number of continuing education hours over a specified period of time should be specified
- HUD should consider using association or manufacturer sponsored training

### Licensing/ Certification

#### 6. HUD should license or recognize licensing programs

- *Suggestions for licensing/certification*

*HUD should look at the EnergyStar program*

*HUD should consider using state associations as licensers/certifiers*

*HUD should consider using DAPIAs/IPIAs*

#### 7. There should be one level of certification

- HUD should set the minimum bonding insurance and/or recovery fund requirement for the licensee

#### 8. License/certification renewal should be every three years

- Failure to renew shall void the license/certification (requires re-testing)
- Renewal should be based on continued education requirements

#### 9. Cost of license/certification (initial & renewal)

- Cost should be borne by the installer

#### 10. Installation on-site licensees/certified personnel

- One licensed/certified installer must supervise workers at each site of installation
- Licensed/certified installer shall maintain a copy of valid license/certification at the installation site

#### 11. A licensed/certified person must be accountable for the work performed

#### 12. Process for enforcement

- Determine the criteria for denial/suspension/revocation of a license/certification
- Establish the Federal right to enforce
- Determine the evidence required to reach a determination against a licensee
- Establish penalties for installing homes without a license/certification
- Develop an appeal process and time frames for an appeal

### Inspection of installations

#### 13. Completed installation verification

- Installer of record should obtain installation approval in default states

- Installer of record shall maintain any permits required by local authority having jurisdiction
- Completed installations shall have a certificate of completion completed (1-copy to be retained by installer of record, 1-copy to be given to homeowner, 1-copy to be sent to retailer, 1-copy to HUD or SAA) by installer of record
- Installer shall retain a copy of the installation certificate for 5 years
- Completed installations shall have an installation seal affixed to the interior of the manufactured home (Seal ID number to be entered on certificate of completion)
- Certificates of Completion shall be returned to HUD and the information shall be entered into a database for the default states

#### 14. Inspection authority

- HUD personnel or other qualified personnel under contract with HUD

#### 15. Inspections

- Inspections shall be conducted based on the approved installation requirements for the home and the particular installation site

#### 16. Inspection checklist should be developed covering

- Site-work
- Footings (if frost depth foundation or footings are used, may require extra inspection)
- Foundation (blocking or walls)
- Utility connections (gas, electric, water and sewer)
- Anchoring (ground type or foundation)
- Multi-section (close-up/weatherized and finish)
- Systems testing (gas, electric, water and sewer)
- Final or occupancy inspection

#### 17. Frequency of inspections

- Every home should have at least one inspection where resources permit
- If 100% inspections are not conducted, information must be captured as to where homes have been installed, who did the work, and to what standard the work was done
- The number of inspections per home may vary based on home type, site-conditions, type of foundation, or other factors

#### 18. Cost of inspections

- Included in inspection label/certificate cost
- Cost shall be borne by the installer of record based on amount or type of inspection (initial or re-inspection)

#### 19. Scheduling Inspections

- The inspection agency may authorize work to continue without an inspection
- Determine the minimum time to notify inspection agency for inspection request

20. Enforcement of inspection report findings

- Inspection report should be delivered to installer of record or his/her agent and the homeowner
- Reasonable time should be allowed to correct installation violations (may vary because of nature of violation)
- There should be notification of completed corrections and notification that a re-inspection, if required, of corrected installation violations can be performed
- Inspection reports should be kept on file at the inspection agency of record for a minimum of 5-years
- HUD should take administrative actions, including citations, against installer of record for failure to make corrections
- The installer of record should bear the cost for his/her actions, for failure to make corrections and for corrections to be completed by a different installer
- HUD should set the type or quantity of installation violations by an installer that would subject installer to review for possible revocation, suspension, or denial of license/certification