

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



OFFICE OF HOUSING

JUN - 7 2017

A handwritten signature in black ink, appearing to read "Pamela Beck Danner".

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

TO: State of Michigan Manufactured Housing Installers

SUBJECT: HUD-Administered Installation Program for  
the State of Michigan

The State of Michigan withdrew from its state-run Administrative Agency (SAA), Installation, and Dispute Resolution (DRP) programs. As a result, the U.S. Department of Housing and Urban Development (HUD) now has the responsibility for these programs as of May 15, 2017.

The HUD-Administered Manufactured Housing Installation Program oversees the regulations set forth in 24 Code of Federal Regulations (CFR) Parts 3285 and 3286, in states and territories that do not administer their own HUD- approved installation programs. The Installation Program is administered by HUD in Alaska, Connecticut, Hawaii, Illinois, Maryland, Massachusetts, Montana, Nebraska, New Jersey, Rhode Island, South Dakota, Vermont, Wyoming, and the territories of the Commonwealth of Puerto Rico, Guam, the Virgin Islands, and American Samoa.

HUD's Office of Manufactured Housing Programs (OMHP) will manage the responsibilities pertaining to the administration of the Installation Program which includes the training and licensing of professional installers throughout the State of Michigan for new manufactured homes. The program also includes a 100% home inspection requirement and reporting requirements for the sale and installation of newly sited homes in HUD-administered states.

All installers operating within the state must obtain a HUD Installer License by October 1, 2017. During the interim, a current Michigan Installer License may be used. To apply for a HUD Installer License, an individual must complete and pass a 12-hour training course provided by a federally-approved program. In-person training is currently being scheduled for the summer and fall of 2017. On-line training is available at: [www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com), in addition to training, there are experience and/or education and insurance requirements as well as surety bonds and irrevocable letters of credit.

Pursuant to Section 605 of the Act, 42 U.S.C. 5404, HUD has secured the services of SEBA Professional Services, LLC (SEBA) to assist with the Installation Program. **To ensure everyone in the manufactured housing industry operating in the State of Michigan becomes knowledgeable about the program and next steps, HUD and SEBA will be hosting a webinar on June 21, 2017, at 1:00 pm CST (2:00 pm EST).** All installers, retailers, communities, inspectors and government employees are encouraged to attend.

For registration and program information, please visit [www.manufacturedhousinginstallation.com](http://www.manufacturedhousinginstallation.com). Additional information can also be requested by email to: [hudinfo@sebapro.com](mailto:hudinfo@sebapro.com), phone at (202) 552-7356 or fax at (202) 379-3340.

The Department and SEBA look forward to working with the State of Michigan to ensure the smooth and successful implementation of the HUD Installation Program.

Thank you for your interest in the Department's programs.