



OFFICE OF HOUSING

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

APR - 8 2016

Mr. David A. Tompos
President
NTA, Incorporated
305 North Oakland Avenue
P.O. Box 490
Nappanee, IN 46550-2341

Dear Mr. Tompos :

Pursuant to Section 605 of the Act, 42 U.S.C. 5404, the Department of Housing and Urban Development (HUD) has secured the services of SEBA Professional Services, LLC (SEBA) to assist with the development, implementation and enforcement of all aspects of the Manufactured Home Installation Program in 13 states. As part of these efforts, SEBA will be assisting the Department with review of installation manuals for Manufactured Homes.

SEBA will use a review process based on the design review process used by HUD's monitoring contractor, the Institute for Building Technology and Safety (IBTS) in the review of manufactured home designs. Therefore, the review process described below will be familiar to you and easy to implement.

Upon review of an installation manual, SEBA will transmit a finding report to the appropriate DAPIA that outlines the issue and requests action. Upon receipt of a SEBA finding(s), DAPIAs will have 15 business days to respond to the finding(s) or the finding(s) will be considered accepted. For all accepted finding(s), the DAPIA will have 30 days to notify the manufacturer via a design deviation report and approve the appropriate change(s) or supplement(s) to the manufacturers' installation manuals. Finding(s) that are refuted or require comment will result in dialogue with SEBA and HUD, as applicable, to find a resolution.

Should you have any questions regarding this process, you may direct them to SEBA's Installation Program Manager, Michael Henretty, at (202) 552-7356 or by email at: michael.henretty@sebapro.com. You may also contact Angelo Wallace of my Office by email at: angelo.m.wallace@hud.gov or (202) 402-3848. Additional information about the HUD-Administered Manufactured Home Installation Program can be found at www.manufacturedhousinginstallation.com.

HUD, along with its contractor, SEBA, looks forward to working with you on this effort and asks that you forward this letter and your implementation instructions to your manufacturer clients.

Sincerely,

A handwritten signature in black ink, appearing to read "Pamela Beck Danner". The signature is fluid and cursive, with the first name being the most prominent.

Pamela Beck Danner
Administrator
Office of Manufactured Housing Programs

cc:
Harry Odom