



Florida Department of Highway Safety and Motor Vehicles Division of Motorist Services Manufactured Housing Section

PROCEDURE: MHS - 12	SUBJECT: STATE ADMINISTRATIVE AGENCY (SAA) AND PRODUCTION INSPECTION AND PRIMARY INSPECTION AGENCY (IPIA) REPORTING REQUIREMENTS TO HUD
DESCRIPTION AND USE: This procedure concerns the reports which the State Administrative Agency (SAA) and Production Inspection and Primary Inspection Agency (IPIA) must provide to the U.S. Department of Housing and Urban Development (HUD) each month.	

I. SAA AND IPIA IN FLORIDA:

In Florida the Manufactured Housing Section (MHS) in the Division of Motor Vehicles, Department of Highway Safety and Motor Vehicles serves as both the State Administrative Agency (SAA) and Production Inspection and Primary Inspection Agency (IPIA) under contracts with the U.S. Department of Housing and Urban Development (HUD).

II. SAA REPORTING REQUIREMENT

Title 24, U.S. Code of Federal Regulations (CFR), Part 3282, Section 554, requires each SAA, prior to the last day of each month to submit a report to the U.S. Department of Housing and Urban Development (HUD) for that month which includes the following:

- A. "The description and status of all presentations of views, hearings and other legal action during the preceding month and
- B. The description of the SAA's oversight activities and findings regarding consumer complaints, notification and correction actions during the preceding month.

Update to this procedure: Removal of manufacturers on ATTACHMENT B that is no longer in operation. Letterhead on attachments changed to reflect new Executive Director.

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- C. The report of the IPIA for the preceding month described in 24 CFR, Part 282.553 as well as the reports described in 24 CFR, Part 3282.413 and manufacturer reports described in 24 CFR, Part 3282.404(d), which were received during the preceding month, shall be attached to each such SAA report as appendices thereto.
1. The report referenced in 24 CFR, Part 3282.413 refers to instances when a manufacturer is required to replace or repurchase a home that cannot be brought into compliance with the National Manufactured Housing Construction and Safety Standards.
 2. The report referenced in 24 CFR, Part 3282.404 refers to plans that a manufacturer must submit to the SAA showing how they will correct a non-compliance defect in a home.

III. IPIA REPORTING REQUIREMENTS:

The report of the Production Inspection and Primary Inspection Agency (IPIA) described in 24 CFR, Part 3282.553 must contain the following:

- A. The number of single-wide and double-wide manufactured homes labeled in the preceding month.
- B. The number of inspections visits made to each manufacturing plant in the preceding month, and
- C. The number of manufactured homes with a failure to conform to the standards or an imminent safety hazard during the preceding month found in the manufacturing plant.

IV. REPORTING PROCEDURE:

- A. The SAA and IPIA reports should be completed by the 25th of the month and mailed to HUD. At a minimum they include a cover sheet (see **Attachment A on page 3**), an IPIA inspection Activity Summary (see **Attachment B on page 4**), and a cover letter (see **Attachment C on page 5**).
- B. The SAA and IPIA reports are prepared based on reports from the MHS regional offices. Headquarters staff count the number of manufactured homes produced, plant inspections made, non-conforming units, serious defects and imminent safety hazards and place these figures on the appropriate line related to the manufacturer on the report.
- C. The totals for each manufacturer are summed and entered into the report as well.

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**ATTACHMENT A
SAA MONTHLY REPORT (COVER SHEET)**

Ms. Elsie Droughn, Chief
State and Consumer Liaison Branch
Manufactured Housing and Construction Standards Division
U.S. Department of Housing and Urban Development, Room 9152
Washington, D.C. 20410-800

(WRITE "N/A" IF ITEMS DO NOT APPLY)

Following is the Monthly Report for the State of _____

as required by 24 CFR 3282.554 for the month/year of _____

Number of plants actively producing manufactured homes _____

Name of each plant at which the SAA conducted in-plant records review: _____
(use separate sheet, if required)

Number of new complaints received: _____

SAA initiated these recall or corrective actions (class only): _____

(Describe each one fully on an attached sheet. Include manufacturer, description of the problem, and number of homes in each class).

Identify plants submitted:

- A. Notification Plans: _____
- B. Notification –and-Correction Plans: _____
- C. Requests for Waivers: _____

Number of legal actions during the month:

- A. Preliminary Determinations issued: _____
- B. Final Determinations issued: _____
- C. Presentations of Views held: _____
- D. Others:

1. Subpoenas issued: _____

2. Informal or Formal Hearings held: _____

3.

Signed: _____

*Please write on the back of this any changes in your mailing address, personnel, and phone number.
Attachment: IPIA reports and IPIA Cover Sheet Summary

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**ATTACHMENT B
SAA MONTHLY REPORT - IPIA INSPECTION ACTIVITY SUMMARY**

STATE: FLORIDA

MONTH :

Dec-03

MANUFACTURER	LOCATION	PRODUCTION				IPIA INSPECTION VISITS	NON- CONFORMING UNITS	SERIOUS DEFECTS	IMMINENT SAFETY HAZARD
		SINGLE WIDE	DOUBLE WIDE	TRIPLE WIDE	QUAD WIDE				
CHARIOT EAGLE, INC	Ocala, Florida	19	0	0	0	3	5	0	0
HOMES OF MERIT	Bartow, Florida	7	142	6	0	6	10	0	0
HOMETTE CORP	Ocala, Florida	18	38	0	0	4	15	0	0
JACOBSEN MFR, INC	Safety Harbor, Florida	0	140	18	0	8	0	0	0
NOBILITY #1	Ocala, Florida	1	52	18	0	6	12	0	0
PALM HARBOR HMS #09	Plant City, Florida	0	100	9	0	10	8	2	0
TOWNHOMES	Lake City	0	21	20	0	2	6	0	0
TOTALS		45	493	71	0	40	56	2	0

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Terry L. Rhodes
Executive Director

2900 Apalachee Parkway
Tallahassee, Florida 32399-0500
www.flhsmv.gov

ATTACHMENT C

January 27, 2004

Ms. Elsie Draughn
State Consumer Liaison Branch
Manufactured Housing and Construction
Standards Division
Department of Housing and Urban Development
451 Seventh Street Southwest, Room 9152
Washington, D.C. 20410

Dear Ms. Draughn:

Enclosed is the December 2003 SAA report for the State of Florida.

Please contact this office if you have any questions.

Sincerely,

Chuck Smith, Program Manager
Manufactured Housing Section
Division of Motor Vehicles

CS:bsc

Attachments