



United States Department of Agriculture
Rural Development
Idaho State Office

ID AN 1745 (HB-1-3550)

November 25, 2008

SUBJECT: Manufactured Housing Dealer/Contractor Approval

TO: All SFH Employees
Area Directors
USDA, Rural Development, Idaho

Purpose/Intended Outcome:

The purpose of this Administrative Notice (AN) is to provide information and guidance to expedite the review and approval process for manufactured home dealer/contractors.

Comparison with Previous AN:

Not Applicable.

Implementation Responsibilities:

Applicants for manufactured homes must purchase their home from an RD approved manufactured home dealer/contractor. Rural Development Instruction 7CFR, and HB-1-3550 provide guidance for approval process of manufactured home dealer/contractors.

The attached Exhibit A is a Dealer/Contractor Application Processing Checklist. The exhibit is self explanatory and will assist in the dealer/contractor approval process. Employees will photocopy the checklist as needed and include it in any dealer/contractor application packages submitted to the State Office for approval.

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To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800)795-3272 (voice) or (202) 720-6382 (TDD).

If you have any questions concerning this AN, please contact the Rural Housing Division.

/S/

MICHAEL A. FIELD
State Director

Attachments

EXPIRATION DATE:
November 30, 2009

FILING INSTRUCTIONS:
Preceding RD HB-1-3550,
Chapters 7 & 9, 1980-D, and
1924-A

**USDA RURAL DEVELOPMENT
DEALER/CONTRACTOR APPLICATION PROCESSING CHECKLIST**

Applicant: _____	Contact Person: _____
Address: _____	Phone #: _____
Fax#: _____	

APPLICANT TO PROVIDE THE FOLLOWING:

	DOCUMENT	FORM NUMBER	PROCEDURE REFERENCE	DATE COMPLETED
1)	Dealer/Contractor Application	Form RD 1944-5	HB-3550, 9.17 & 9.18	
2)	Financial Statements		HB-1-3550	
3)	Tax Returns		HB-1-3550 9.17	
4)	Manufacturer's Brochures (descriptive)*		HB-1-3550 9.17	
5)	Price list, including list of options		HB-1-3550 9.17	
6)	Manufacturer's Warranty		HB-1-3550 9.17 & 9.20 C	
7)	Dealer/Contractor One-Year Warranty		HB-1-3550 9.17 & 9.20 C 1924-A	
8)	Sales Contract		HB-1-3550 9.17 & 9.18	
9)	Evidence contractor is licensed with the State of Idaho**		State of Idaho Division of Building Safety	
10)	Evidence Manufactured Dwelling Installers or service companies working for the contractor are licensed with the Sate of Idaho **		State of Idaho Division of Building Safety	
11)	Brief resume of applicant experience in construction		HB-1-3550 9.17 & 9.18	
12)	Affirmative Fair Housing Marketing Plan (Required on 5 or more in any 1 year)	HUD 935.2	1901-E 1901.203©(3)	
13)	List of recently developed sites and set-ups		HB-1-3550	

1) State of Idaho, Department of labor (208) 334-3896, Contact person: Emma Hoffman

2) Website for Idaho Division of Building Safety <http://dbs.idaho.gov/>

RURAL DEVELOPMENT SPECIALIST – LOCAL OFFICE				
	DOCUMENT	FORM NUMBER	PROCEDURE REFERENCE	DATE COMPLETED
13)	Government-wide Debarment and Suspension (Nonprocurement) Document case file with date list checked		1940-M	
14)	Order Consumer (individual) credit report on each of the principals and a commercial credit report on the business. Complete Attachment 1 of RD AN 4373 and fax to Joyce Weinzetl in the State Office. Note: Corporations will have principal officers. If the applicant does not provide the names of their principal officers you will need to decline their request for approval.		HB-1-3550 9.17 & RD AN 4373	
15)	Verify trade and bank references, and check with local Better Business Bureau. Document this information in file.		HB-1-3550 9.17	
16)	Provide field inspection report of recently developed sites that you visited.		HB-1-3550 9.17	
17)	Inspect place of business for permanency and adequacy of equipment.		HB-1-3550 9.17	
18)	Provide written evaluation and recommendation. Submit through Area Director.		HB-1-3550 9.17	
19)	Review and make determination of acceptability.		HB-1-3550 9.17	
20)	Review and make determination of acceptability to Area Director.		HB-1-3550 9.17	
AREA DIRECTOR-AREA OFFICE				
21)	Review and provide written recommendation. Submit to State Office.		HB-1-3550 9.17	
RURAL HOUSING SPECIALIST – STATE OFFICE				
22)	Issue Letter of Acceptance or Denial (If denial must provide appeal rights)		HB-3550-1 9.17	
23)	Update AN and List of Approved Dealer/Contractors		HB-1-3550 & 1980-D	