



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

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OFFICE OF HOUSING

**MEMORANDUM FOR:** All DAPIAs

**FROM:** Pamela Beck Danner  
Administrator  
Office of Manufactured Housing Programs

**SUBJECT:** Additional DAPIA Guidance for Review and Processing of  
Manufacturers Alternative Construction Requests for Attached  
Garages

The purpose of this memorandum is to provide additional guidance to DAPIAs in order to facilitate HUD's review and acceptance of manufacturers Alternative Construction (AC) requests for attached garages. Recent manufacturer submissions have been processed by DAPIAs and submitted to HUD without all necessary information or substantiation needed by the Department to approve and issue the AC approvals.

In addition to the information on attached garages previously provided to manufacturers and DAPIAs in my memorandum of June 12, 2014 (see attached), and to manufacturers and DAPIAs at the HUD meeting of May 13, 2014 (see attached), our review of recent AC requests by manufacturers being submitted from DAPIAs to HUD are incomplete and are resulting in unnecessary delays in processing those AC requests.

In order to be considered complete, AC request packages must address each option, scenario, and structural consideration such as multiple roof loads and wind zones. At a minimum, DAPIAs need to assure that each request includes the following:

1. Clear identification of the specific construction to be completed in the factory and the specific construction to be completed on site.
2. Complete design and installation details and information for each AC home design to allow for compliant factory construction and on-site completion of each AC home needed to facilitate accountability and inspection verification throughout all aspects of the construction.
3. Adequate engineering substantiation or tests that demonstrate compliance with the Standards and acceptable engineering practice and that at least address worst case design scenarios.

The following is a list of the most common information or substantiation not being provided or completely addressed by manufacturers and their DAPIAs and is resulting in unnecessary delays in reviewing and processing attached garage AC requests by my office:

- Complete and comprehensive designs for each attached garage orientation and location being requested including a complete design to address factory and on-site construction details.
- Complete details including fastening and substantiation to indicate whether the garage is being attached to and supported by the manufactured home structure or is independently supported.
- Complete instructions for at least one method of supporting and anchoring the home that includes pier or foundation support details required for each garage orientation being requested.
- All truss orientations and their designs and substantiation including any repair/ reinforcement details for trusses that are permitted to be modified on-site.
- Roof dormer details to be completed on-site including substantiation for dormer dead loads on the supporting manufactured home roof structure and trusses.
- Engineering analysis and details for the load transfer between diaphragms and shear walls, and foundation/anchorage for shear and uplift considerations, when the home is designed to structurally support the garage.
- Agreement between construction details and substantiation being provided for each design and garage orientation.
- A list of any existing AC letters that will be also utilized in conjunction with each attached garage AC request including hinged roofs, roof ridge interconnections, and completion of roof jacks/vents for fuel burning appliances.

As the Regulations require DAPIAs to completely review these designs and verify that homes built will meet the Standards in all other respects, the Department expects that DAPIAs will fully review and identify missing, incomplete, or inadequate attached garage AC requests prior to their submission to the Department. Also, as appropriate, once satisfied that the designs submitted for attached AC garage requests are complete, DAPIAs are to stamp each page of the plans and supporting calculations and/or tests prior to their submission to HUD.

Please forward this Memorandum to your manufacturer clients in order to facilitate review and processing of future attached garage AC requests by the Department. If you have any additional questions, please contact Eric Bers at (202) 402-2123.