



MANUFACTURED HOUSING SOLUTIONS



Our Organization

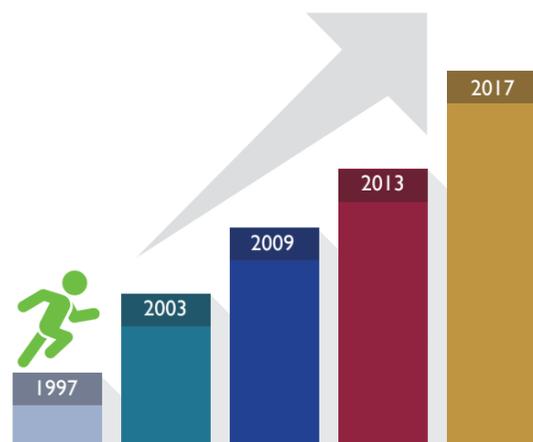
The Institute for Building Technology and Safety (IBTS), a 501(c)(3) nonprofit organization, delivers unique and transparent regulatory, program management, and engineering services to city, county, state and federal governments. IBTS provides unbiased professional services helping our clients reach goals and objectives. We specialize in Building and Community Development, Energy and Sustainability, Disaster Planning and Recovery, and Quality Assurance services with measurable impact to communities and infrastructure projects, helping ensure our customers' public service excellence. Services include facilities services, 3rd party construction inspections for buildings and infrastructure, resiliency planning, disaster recovery, peer and plan review services, city and building department management, solar PV quality assurance, energy efficiency consulting, and technology solutions. As a non-profit organization, established to provide transparency and trusted technical solutions to our clients with an unwavering commitment to quality, compliance and public safety, IBTS makes a positive difference in the everyday lives and missions of our clients, teammates and stakeholders.

Through well-honed processes, methods, and techniques, we generate substantial savings in time with uncompromising quality. And through collaborative public non-profit partnerships, we share education, technology, and cost savings with our customers. For 40 years, government officials, leaders and managers have relied on IBTS to accelerate progress, help relieve their burdens and reduce risk in the face of daunting regulatory compliance requirements, public scrutiny, and day-in and day-out challenges. IBTS is committed to creating a client-customized approach to services with energized staff, a focus on quality performance, best-in-class equipment and practices, streamlined processes, and customer service that highlights responsiveness with the value placed on exceptional task performance.

NAICS Codes

541310 541330 541350 541611 541618 561210 611430 921190 925110 925120 926150

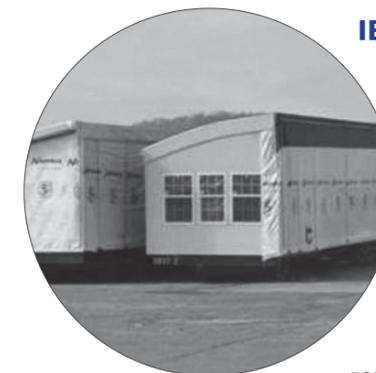
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IBTS's Role in the Federal Manufactured Housing Industry



IBTS knows, understands, and works with the Manufactured Housing industry with a demonstrated ability to work with homeowners, states, communities, retailers, engineers, and MFRs. We understand and are stakeholders involved in every aspect of the manufactured housing projects as well as the constraints, limitations, and considerations that can be associated with state-run programs.

As HUD's monitoring and inspection contractor since 1976, IBTS brings unparalleled expertise on how manufactured homes are designed, constructed, and installed. IBTS is responsible for the monitoring, oversight, and annual assessment of the business processes and procedures used by the manufacturers, third-party agencies, and state government agencies that participate under the Federal program's design and construction requirements.

Design Approval Primary Inspection Agencies (DAPIAs)

The Design Approval Primary Inspection Agencies (DAPIAs) approve manufactured home designs for compliance with the Federal Manufactured Home Construction and Safety Standards. IBTS's monitoring of DAPIAs consists of activities including, but not limited to:

- Review and evaluate all new and revised architectural drawings and designs.
- Review and evaluate mechanical, plumbing, electrical, and structural engineering for accuracy and adherence to federal guidelines, requirements, and compliance.
- Oversight compliance reviews of DAPIA approved designs.
- Data collection and analysis for trends and weaknesses of DAPIA operations.
- Maintenance of an online library of manufactured home designs (more than 8 million designs).
- Annual business process audits and written performance assessments.
- Recommendations for improvement of performance or enforcement actions.



Production Inspection Primary Inspection Agencies (IPIAs)

Production Inspection Primary Inspection Agencies (IPIAs) inspect manufactured home facilities to ensure that in-plant quality assurance systems continue to result in code conforming homes. IBTS's monitoring of IPIAs consists of activities including, but not limited to:

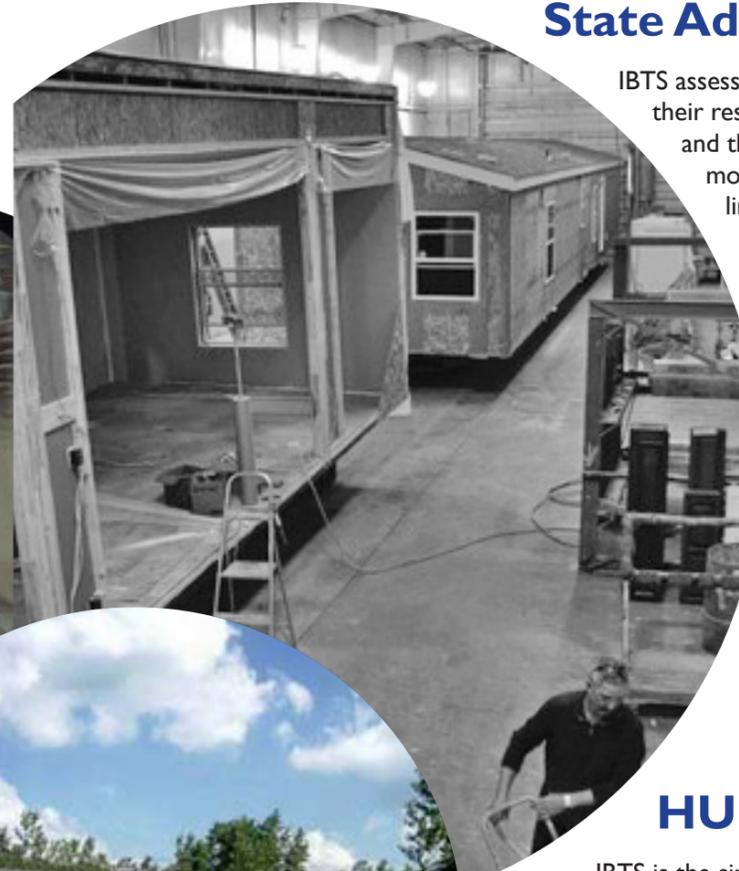
- Oversight audits and inspections at manufactured home production facilities to determine how well IPIA agency oversight of personnel are performing regulatory responsibilities.
- Reporting of certification labels and collection and disbursement of label fees.
- Maintenance of all label records (more than 8 million labels) since the beginning of the program.
- Annual business process audits and written performance assessments.
- Recommendations for improvement of performance or enforcement actions.
- Authored over 125 written reports outlining the IPIA in-plant audits.
- Oversight audits of IPIA Headquarters to ensure a corporate compliance to federal guideline adherence.



State Administrative Agencies (SAAs)

IBTS assesses and assists State Administrative Agencies (SAAs) carry out their responsibilities in overseeing manufacturers, retailers, installers and the handling of consumer complaints. On behalf of HUD, IBTS monitors SAAs through activities that include but are not limited to:

- Conducting Cooperative Management Assessments and audits of the SAA operations.
- Annual business process audits and written performance assessments.
- Recommendations for improvement of performance or enforcement actions.
- Providing assistance as needed to HUD and SAAs in handling consumer complaint issues.



HUD Label Verification

IBTS is the single source for manufactured home data to identify whether a home was built to HUD's code and, if so, how it was designed and constructed.

The Certification Label (also known as a HUD tag) is a metal plate that is affixed to the outside of the manufactured home. Section 3280.11(b) states, "The label shall be approximately 2 in. by 4 in. in size and shall be permanently attached to the manufactured home by means of 4 blind rivets, drive screws, or other means that render it difficult to remove without defacing it. It shall be etched on 0.032 in. thick aluminum plate. The label number shall be etched or stamped with a 3 letter designation which identifies the production inspection primary inspection agency and which the Secretary shall assign. Each label shall be marked with a 6 digit number which the label supplier shall furnish. The labels shall be stamped with numbers sequentially."

If the Certification Label is missing from a home, HUD will not reissue a label. However, provided the serial number and/or label numbers can be identified, the Department has authorized IBTS to issue a Letter of Label Verification. Letters of Label Verification (useful for real estate transactions) issued by IBTS indicate the home has been verified through a historical information search and that the home is indeed a manufactured home built under the Federal program. The serial and label numbers can be found on the Data Plate inside the home, as described below.

The Data Plate is a paper label affixed inside the home and is generally the size of a standard sheet of paper (8 1/2" x 11"). The Data Plate can usually be found in a kitchen cabinet, an electrical panel, or a bedroom closet. The Data Plate has maps of the United States to inform the owner of the Wind Zone, Snow Load, and Roof Load for which the home was designed and constructed. HUD directs all requests for Letters of Label Verification to IBTS.

