

Notice of Compliance Form

(OBSERVABLE)

Minnesota Statute 327.32

This notice must be completed and signed by the purchaser(s) and the seller(s) of the used manufactured home described in the purchase agreement and on the bottom of this notice before the parties transfer ownership of a used manufactured home constructed after June 14, 1976.

Manufactured Home Installation System Seal Number: _____

Seller's Name(s): _____

Buyer's Name(s): _____

No.	Description	Action Items
Life Safety Requirements:		
1.	Smoke alarms are installed and operational in accordance with the Code of Federal Regulations, Title 24, section 3280.208 each bedroom and outside of bedrooms within 10 feet of bedroom doors. The center of smoke detectors shall be located within 12 inches of the ceiling.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
2.	Carbon monoxide alarms or carbon monoxide detectors are approved, operational and are installed within 10 feet of each room lawfully used for sleeping purposes.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
3.	Not less than one egress window in every bedroom having a net clear opening of not less than 20 inches wide, 24 inches high, and not less than 5 square feet in area. The bottom of the egress window shall be not more than 36 inches above the floor. Locks, latches, operating handles, tabs, or other operational devices are located not more than 54 inches above the finished floor. Egress windows are in every bedroom with at least one operable window with a net clear opening of 20 inches wide and 24 inches high, five square feet in area, with the bottom of window openings no more than 36 inches above the floor. Locks, latches, operating handles, tabs, or other operational devices are located not more than 54 inches above the finished floor.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
4.	Exterior doors, including sliding glass exterior doors are operational and provide access to grade with stair treads not less than 10 inches in depth and risers not greater than 7 ¾ inches in height. Stairs with more than three risers are provided with a handrail. Exterior stairs appear to be supported on elements that extend below ground to below the frost line.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
5.	Electrical distribution panels are installed with required breakers or fuses, with all unused openings covered with manufactured steel blank covers. Connections have been manually checked for tightness. Panel is readily accessible and located where storage will not be placed in front of the panel.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____

No.	Description	Action Items
		<input type="checkbox"/> Seller _____
6.	The electrical system including switches, receptacles, fixtures, and devices are firmly attached, function according to the generally accepted purpose, and show no signs of damage or overheating.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
7.	Electrical bonding is evident because the following items were observed: a. Electrical panel has a bare copper wire or green coated wire connecting the panel itself to a metallic water pipe or grounding rod. b. Under the home, clamps are found on the steel frame of the home with wires attached to them leading to metallic plumbing piping or a grounding rod.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
8.	All fixtures and equipment including water heaters, ranges, air conditioners, and furnaces are connected and in working order.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
9.	Electric range and clothes dryer have the required four conductor cords and electrical plugs <u>with four prongs</u> .	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
10.	All plumbing fixtures are observed to be installed with "p" traps.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
11.	All plumbing fixtures are in a workable condition. Plumbing vents are observed on the roof. Running a large volume of water through a plumbing fixture does not cause noise of siphoning (gurgling) in other fixtures. (An anti-siphon trap vent device or mechanical vent may be used to vent single fixtures except water closets.)	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
12.	Water piping is not observed to be bent or kinked so as to retard or obstruct the flow of the water supply. Water supply flow is not apparently impeded at any plumbing fixtures.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____

No.	Description	Action Items
		<input type="checkbox"/> Seller _____
13.	Under-floor water supply piping is connected to the manufactured home's water supply connection and to the site's water service supply piping except when the manufactured home is being installed or reinstalled.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
14.	The under-floor water supply piping is supported without sags or dips, except when the manufactured home is being installed or reinstalled.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
15.	The under-floor water supply piping is protected from freezing, except when the manufactured home is being installed or reinstalled. Piping is insulated with no exposed piping. Skirting around the home perimeter is complete and without gaps.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
16.	Drain waste piping is in working condition providing positive drainage with no visible leaks and no obvious delays in drainage due to partial or complete blockages.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
17	The underfloor drain waste piping is connected to the manufactured home's drain waste outlet or outlets and to the site's utility, except when the manufactured home is being installed or reinstalled.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
18	The under-floor drain waste piping is supported and sloped in accordance with code requirements at the time the piping was installed, except when the manufactured home is being installed or reinstalled.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
19	The domestic water heater produces hot water and is listed for manufactured home use under the Code of Federal Regulations, Title 24, section 3280.709(a) and (d)(1) and (2), and installed correctly in accordance with federal standards.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
20.		Verification: <input type="checkbox"/> Complies

No.	Description	Action Items
	The water heater is equipped with an approved listed pressure relief valve to provide temperature and pressure relief.	<input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
21.	The water heater enclosure is completed with an interior finish <u>of gypsum board, vinyl coated gypsum board panels, or other materials</u> having a flame spread rating not exceeding 25.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
22.	The water heater venting systems are in a safe and operable condition. Products of combustion venting do not terminate within a roof, wall, or floor cavity.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
23.	The furnace is listed for manufactured home use under the Code of Federal Regulations, title 24, section 3280.709(a) and (d)(1) and (2), and installed correctly in accordance with federal standards.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
24.	The furnace enclosure is completed with an interior finish <u>of gypsum board, vinyl coated gypsum board panels, or other materials</u> having a flame spread rating not exceeding 25.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
25.	Heating equipment such as a furnace, wall heater, and thermostat are in safe and operable condition. All ducts are usable, not collapsed condition, with all exterior and interior joints and furnace connections mechanically secure and sealed.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
26.	Furnace venting systems are in a safe and operable condition. Products of combustion venting do not terminate within a roof, wall, floor or under-floor area	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
27.	Fuel gas supply piping is not bent or kinked so as to obstruct the flow of fuel gas or leak.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
		Verification:

No.	Description	Action Items	
28.	The under-floor fuel gas supply piping is connected to the manufactured home's fuel gas supply connection and to the site's fuel gas service supply piping in accordance with code requirements at the time the gas piping was installed, except when the manufactured home is being installed or reinstalled.	<input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
29.	Solid fuel burning fireplaces or stoves are listed for use in manufactured homes under the Code of Federal Regulations, title 24, section 3280.709(g), and installed correctly in accordance with the federal regulations, including chimney, doors, hearth, combustion or intake.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
30.	All exhaust vents are operable.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
31.	Insulation missing from exposed areas has been replaced and all holes in the bottom boards have been securely sealed.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
32.	Exterior roof and wall systems prevent rain water from entering into roof and wall systems by having sealed joints, intact finish surfaces, and flashings to divert rainwater from openings.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
33.	There are no soft spots or holes in the floors. Water-damaged areas and holes in the subfloor have been replaced.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____
34.	The home complies with code requirements for snow load and heat zone requirements as indicated by the data plate.	Verification: <input type="checkbox"/> Complies <input type="checkbox"/> Correction Required	Responsible Party: <input checked="" type="checkbox"/> Buyer _____ <input type="checkbox"/> Seller _____

Introduction to Data Practices and the Open Meeting Law

Data Practices Act (DPA)

What does the DPA do?

- Presumes government data is public
- Classifies data that is not public
- Provides certain access rights for the public and for the subject of the data
- Requires that data on individuals is accurate, complete, current, and secure

Why is the DPA important?

- Balances (1) the public's right to know about government activities with (2) the data subject's privacy rights and (3) our need to have and use data to do our work

What is government data?

- All data collected, created, received, maintained, or disseminated regardless of its physical form
 - Examples: emails, notes, drafts, computer records, saved phone messages
- Does not include mental impressions
- Does not include personal data

How is government data classified?

- Public data (anyone can access)
- Not public data (either no one can access or only the data subject)

Records Management

What are the relevant laws?

- *The Official Records Act*: describes what government data the agency/entity must retain
- *The Records Management Statute*: describes when the agency/entity no longer needs to maintain official records and how to dispose of them

What is an official record?

- Agencies must keep “. . .all records necessary to a full and accurate knowledge of their official activities”
- These are the records needed for the public to understand what DLI is doing and why
- Official records are a subset of government data
- Official records can be stored in any media

Can a government entity destroy official records?

- Agencies must follow a process when disposing of official records that are no longer needed:
 - Establish record retention schedules
 - Document the destruction of official records
 - Protect not public information when records are destroyed

What do you need to know as TAG members?

- You are working with government data
- Most of the government data you will be working with is public
- Most of the TAG documents will be available online
- If DLI receives a data request for data you might have, DLI will work with you directly to retrieve the data—if you receive a data request, refer it to the TAG leader
- TAG members will likely not be dealing with official records, but nevertheless TAG members should maintain government data (emails, handouts, notes, etc.) for at least 30 days after the TAG reports to the CCAC

Open Meeting Law (OML)

What does the Open Meeting Law do?

- With limited exceptions, all meetings of public bodies must be open to the public

Why does the Open Meeting Law exist?

- It is important for a transparent government
- Prohibits secret meetings

What is a meeting?

- ANY gathering of a quorum of the TAG when that quorum is transacting public business
- Interactions outside of formal TAG meetings *could* still qualify as a meeting for the OML if TAG topics are discussed

Takeaway

- TAG meetings are open to the public
- Be mindful of interactions with other TAG members outside of formal TAG meetings, especially if a quorum of members are present and engaged
- Save your conversations and discussions about TAG topics for the public meetings

Thank You!