**Narrative of Changes**

*The purpose of the Narrative of Changes is to clearly indicate changes to a collection since the previous approval.*

**Collection Title:** Manufactured Housing Operations Forms

**OMB Control No.:** 1660-0030

**Current Expiration Date:** 04/30/2017

**Collection Instruments:**

* FEMA Form 010-0-9, Request for Site Inspection
* FEMA Form 010-0-10, Ingress/Egress Authorization
* FEMA Form 009-0-138, Manufactured Housing Unit Inspection Report
* FEMA Form 009-0-136, Unit Installation Work Order
* FEMA Form 009-0-130, Maintenance Work Order

**The following are the changes to the collection:**

* The following forms are added to the collection:
  + FEMA Form 009-0-138 Manufactured Housing Unit Inspection Report
  + FEMA Form 009-0-136 Unit Installation Work Order
  + FEMA Form 009-0-130 Maintenance Work Order
* The title of this collection has been changed from “Request for the Site Inspection, Landowners Authorization/Ingress/Egress Agreement” to “Manufactured Housing Operations Forms”. The title was updated to include the new forms added to the collection.

**Supporting Statement:**

* Question 2 – Updated to include the new forms: FEMA Form 009-0-138 Manufactured Housing Unit Inspection Report, FEMA Form 009-0-136 Unit Installation Work Order, and FEMA Form 009-0-130 Maintenance Work Order.
* Question 8a – Updated to reflect FRN publication information.
* Question 10 – Updated to reflect current privacy information.
* Question 12 – Number of forms respondents increased. See Question 15 for explanation.
* Question 14 – Costs to the Federal Government updated.
* Question 15 –The increase in burden hours was caused by the addition of three forms completed by contractors whereas the previous two forms are completed by individuals and households. The addition of three forms to this collection caused an increase in sample size or coverage.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Estimated Annualized Burden Hours and Costs | | | | | | | | |
| **Type of Respondent** | **Form Name / Form Number** | **No. of Respon-dents** | **No. of Respon-ses per Respon-dent** | **Total No. of Responses** | **Avg. Burden per Response (in hours)** | **Total Annual Burden (in hours)** | **Avg. Hourly Wage Rate** | **Total Annual Respondent Cost** |
| Individuals or Households | Request for Site Inspection / FEMA Form 010-0-9 | 5,000 | 1 | 5,000 | 0.17  (10 minutes) | 850 | $28.00 | $23,800.00 |
| Individuals or Households | Landowner’s Authorization Ingress / Egress Agreement / FEMA Form 010-0-10 | 5,000 | 1 | 5,000 | 0.17  (10 minutes) | 850 | $28.00 | $23,800.00 |
| Business or other for-profit | Manufactured Housing Unit Inspection Report / FEMA Form 009-0-138 | 5,000 | 1 | 5,000 | 0.17  (10 minutes) | 850 | $34.00 | $29,019.00 |
| Business or other for-profit | Unit Installation Work Order  / FEMA Form 009-0-136 | 5,000 | 1 | 5,000 | 0.17  (10 minutes) | 850 | $34.00 | $29,019.00 |
| Business or other for-profit | Maintenance Work Order / FEMA Form 009-0-130 | 5,000 | 1 | 5,000 | 0.17  (10 minutes) | 850 | $34.00 | $29,019.00 |
| **Total** |  | **25,000** |  | **25,000** |  | **4,250** |  | **$134,657.00** |

* Note: The “Avg. Hourly Wage Rate” for each respondent includes a 1.4 multiplier to reflect a fully-loaded wage rate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Itemized Changes in Annual Burden Hours** | | | | | | |
| **Data collection Activity/Instrument** | **Program Change (hours currently on OMB Inventory)** | **Program Change (New)** | **Difference** | **Adjustment (hours currently on OMB Inventory)** | **Adjustment (New)** | **Difference** |
| Request for Site Inspection / FEMA Form 010-0-9 |  |  |  | 850 | 850 | 0 |
| Landowner’s Authorization Ingress / Egress Agreement / FEMA Form 010-0-10 |  |  |  | 850 | 850 | 0 |
| Manufactured Housing Unit Inspection Report / FEMA Form 009-0-138 | 0 | 850 | +850 |  |  |  |
| Unit Installation Work Order  / FEMA Form 009-0-136 | 0 | 850 | +850 |  |  |  |
| Maintenance Work Order / FEMA Form 009-0-130 | 0 | 850 | +850 |  |  |  |
| **Total(s)** | **0** | **2,550** | **+2,550** | **1,700** | **1,700** | **0** |

***Explain:***

For FEMA Forms 010-0-9 and 010-0-10, there is no change in the annual hour burden for each form. However, the increase in burden hours was caused by the addition of three forms (FEMA Forms 009-0-138; 009-0-136; and 009-0-130) completed by contractors whereas the previous two forms are completed by individuals and households. The addition of three forms to this collection caused an increase in sample size or coverage.