

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:
 - o FEMA Form 009-0-138 Manufactured Housing Unit Inspection Report
 - o FEMA Form 009-0-136 Unit Installation Work Order
 - o 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 Respondents	No. of Responses per Respondent	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.