

Narrative of Changes Table

The purpose of the Narrative of Changes Table is to demonstrate changes to a collection since the previous approval.

Collection Title: Direct Housing Assistance Forms

OMB Control No.: 1660-0138

Current Expiration Date: 12/31/2021

Collection Instrument(s): 009-0-129: Transportable Temporary Housing Unit Ready for Occupancy Status

Location	Current version	Proposed Revision	Justification
Pages 1-5 – Form Title	READY FOR OCCUPANCY STATUS	TRANSPORTABLE TEMPORARY HOUSING UNIT READY FOR OCCUPANCY STATUS	Updated to be specific to TTHUs.
Page 1 - Privacy Act Statement – PRINCIPLE PURPOSE(S)	This information is being collected for the primary purpose of advising FEMA Individual Assistance applicants of the requirements to occupy temporary housing units, of the requirements for final sales of the unit if FEMA offers a sale program for its temporary housing units as part of its direct housing program under a Presidentially-declared disaster.	This information is being collected for the primary purpose of determining the ready for occupancy (RFO) status of a Transportable Temporary Housing Unit (TTHU) prior to its use as a form of direct temporary housing assistance under a Presidentially-declared disaster.	Updated the purpose to be specific to this form.
Page 1 – Privacy Act Statement – DISCLOSURE	The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the individual from receiving the requested disaster-related temporary housing assistance.	The disclosure of information on this form is voluntary; however, failure to provide the information requested may delay or prevent the applicant from receiving the requested disaster-related temporary housing assistance.	At this stage in direct housing, we refer to survivors as applicants.
Page 1 – Type of MHU field	Type of MHU:	Type of TTHU :	Form is specific to TTHUs – corrected acronym
Page 1 – City field	City:	City, State :	Form was missing state
Page 1 – MHU Barcode field	MHU Barcode:	TTHU Barcode:	Form is specific to TTHUs – corrected acronym
Page 1 – MHU VIN	MHU VIN:	TTHU VIN #:	Form is specific to TTHUs –

field			corrected acronym
Page 1: UFAS CONUS field	UFAS CONUS:	UFAS: <ul style="list-style-type: none"> • YES • NO 	Removed CONUS, since UFAS is not specific to CONUS
Pages 1-5: UNKNOWN Column	UNKNOWN	Remove column	Unknown need
Pages 1-5 – DESCRIPTION fields		Add a ? to the end of each question under the Description column	
Page 1: BLOCKING – DESCRIPTION	Blocking done according to the Solicitation, state or local entity requirements, and/or manufacturer specifications	Is the TTHU blocked according to the solicitation, state or local entity requirements, and/or manufacturer specifications?	Changed for consistency
Page 1 – LEVEL – DESCRIPTION	Is the MHU level	Is the TTHU level and elevated if required?	Form is specific to TTHUs; Form did not previously refer to elevation needs
Page 1 – TIE DOWNS – DESCRIPTION	Is the MHU tied down safely and securely	Is the TTHU tied down safely and securely?	Form is specific to TTHUs
Page 1 – ANCHORING – DESCRIPTION	Is the MHU anchored safely and securely	Is the TTHU anchored safely and securely?	Form is specific to TTHUs
Page 2 – EXTERIOR MISCELLANEOUS Section	ITEM DESCRIPTION YES NO N/A UNKNOWN CONTRACTOR CERTIFICATION FEMA MONITOR	Remove row	Does not belong/not necessary where placed on form
Page 2 – EXTERIOR MISCELLANEOUS Section	N/A	Add new row: ITEM column: TANK AND PUMP SYSTEM (TPS) DESCRIPTION column: Is the Tank and Pump System installed and ready to use?	Current TTHUs have external TPS units that need to be accounted for
Page 2 – KITCHEN section	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good	Addition based on discussion with Logistics regarding items in TTHUs

		condition?	
Page 2 – APPLIANCES Section	N/A	Add new row: ITEM column: WEATHER RADIO DESCRIPTION column: Is the Weather Radio functioning properly?	Included weather radios, which is a requirement and standard with TTHUs for safety.
Page 2 – APPLIANCES Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 3 – LIVING ROOM SECTION	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good condition?	Addition based on discussion with Logistics regarding items in TTHUs
Page 3 – LIVING ROOM Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 3 – BATHROOM 1 Section	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good condition?	Addition based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section – FURNISHINGS row	ITEM column: FURNISHINGS DESCRIPTION column: Are all furnishings in good condition	ITEM column: FIXTURES DESCRIPTION column: Are all fixtures present and functioning properly?	Adjusted for plain language
Page 3 – BATHROOM 1 Section	ITEM DESCRIPTION YES NO N/A UNKNOWN CONTRACTOR CERTIFICATION	Remove row	Does not belong/not necessary where placed on form

	FEMA MONITOR		
Page 3 – BATHROOM 1 (CONTINUED) Heading	BATHROOM 1 (CONTINUED)	Remove row/heading	Does not belong/not necessary where placed on form
Page 3 – BATHROOM 1 Section	N/A	Add new row: ITEM column: TUB/SHOWER DESCRIPTION column: Is the tub/shower in good condition and functioning properly?	Addition based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section	N/A	Add new row: ITEM column: COMMODE DESCRIPTION column: Is the commode functioning properly?	Addition based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section	N/A	Add new row: ITEM column: SINK DESCRIPTION column: Is the sink in good condition and functioning properly?	Addition based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section	ITEM column: BLINDS DESCRIPTION column: Are all blinds present and in good condition	Remove row	Removed based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section	ITEM column: SMOKE/STROBES DESCRIPTION column: Is the smoke alarm function properly	Remove row	Removed based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 1 Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 3 –	N/A	Add new row:	Addition based on discussion

BATHROOM 2 Section		ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good condition?	with Logistics regarding items in TTHUs
Page 3 – BATHROOM 2 – VENT FAN Description	Is vent fan functioning properly	Is the vent fan functioning properly?	Minor grammatical update
Page 3 – BATHROOM 2 Section	ITEM column: BLINDS DESCRIPTION column: Are all blinds present and in good condition	Remove row	Removed based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 2 Section	ITEM column: SMOKE/STROBES DESCRIPTION column: Is the smoke alarm function properly	Remove row	Removed based on discussion with Logistics regarding items in TTHUs
Page 3 – BATHROOM 2 Section – SHOWER Row	ITEM column: SHOWER	ITEM column: TUB/SHOWER	Inclusion of standard items
Page 4 – BATHROOM 2 Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 4 – BEDROOM 1	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good condition?	Addition based on discussion with Logistics regarding items in TTHUs
Page 4 – BEDROOM 1 Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 4 – BEDROOM 2	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column:	Addition based on discussion with Logistics regarding items in TTHUs

		Is the floor covering in good condition?	
Page 4 – BEDROOM 2 Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 4 – BEDROOM 3	N/A	Add new row: ITEM column: FLOOR COVERING DESCRIPTION column: Is the floor covering in good condition?	Addition based on discussion with Logistics regarding items in TTHUs
Page 5 – BEDROOM 3 Section – CLEAN AND MAKE READY Description	Is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology
Page 5 – HALLWAY Section – HVAC Description	Is the door in good condition	Is the HVAC in good condition?	Updated to reflect HVAC – Door was a typo
Page 5 – HALLWAY Section – CLEAN AND MAKE READY Description	is the unit clean	Is the TTHU clean?	Form is specific to TTHUs/updated for consistent terminology