

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): 009-0-134: Disaster Assistance Recertification Worksheet

Location	Current version	Proposed Revision	Justification
Page 1 – Form Title	DIRECT ASSISTANCE RECERTIFICATION WORKSHEET	DIRECT TEMPORARY HOUSING ASSISTANCE RECERTIFICATION WORKSHEET	Updated to reflect current specific terminology for Direct Housing. This form applies to temporary housing only.
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 continued eligibility for occupants of direct temporary housing assistance under a Presidentially-declared disaster.	Updated the purpose to reflect how this specific form is used.
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.	Referred to as applicants at this phase of direct housing,
Page 1 – 5.	ADDRESS OF UNIT:	ADDRESS OF TEMPORARY HOUSING UNIT (THU) :	Specific to THU, including introducing the abbreviation.
Page 1 – 6.	# OF BEDROOMS IN UNIT:	# OF BEDROOMS IN THU :	Specific to THU
Page 1 – 9.	LEASE/MOVE-IN DATE:	MOVE-IN DATE:	Removed Lease; language consistency
Page 1 – 12.	<ul style="list-style-type: none"> • PS • CS 	<ul style="list-style-type: none"> • Private Site • Commercial Park 	Spelled out acronyms for clarity

	<ul style="list-style-type: none"> • GS • Other • MLRP • DL 	<ul style="list-style-type: none"> • Group Site • Multi-Family Lease and Repair • Direct Lease • Other 	
Page 1 – 13.	Lot Type	13. Transportable Temporary Housing Unit (TTHU) Information	Changed lot type to unit type and placed under TTHU grouping (#13, to include 3 subparts (a – lot type)(b - VIN) and (c - barcode) that are specific to TTHUs.
Page 1 – 14.		RECERTIFICATION DATE:	
Page 1 – 16.	DATE OF LAST RECERT VISIT:	DATE OF LAST RECERTIFICATION VISIT:	Spelled out for clarity
Page 1 – 17.	Persons Living in Unit	Persons Living in THU	Clarified specific applicability for the person
Page 1 – 18.	Household Income of all Applicants 18 Years of Age or Older	Household Income of all Occupants 18 Years of Age or Older	Correct terminology update
Page 2 – 19	HH BEDROOM REQUIREMENT:	BEDROOM REQUIREMENT:	Updated for clarity
Page 2 – 20.	FMR FOR COUNTY OF DAMAGED DWELLING:	FMR FOR COUNTY/JURISDICTION OF DAMAGED DWELLING:	Inclusion of various divisions within states/territories
Page 2 – 21a.	HOUSING COSTS (OWNERS)	HOUSING COSTS (OWNERS ONLY)	Updated for clarity
Page 2 – 21b. PERMITS OBTAINED Box	DELAY IN COMPLETING THE REPAIRS TO THE DDA?	DELAY IN COMPLETING REPAIRS TO THE DAMAGED DWELLING?	Spelled out for clarity
Page 2 – 23.	<ul style="list-style-type: none"> • PURCHASE FEMA THU (APPLICABLE IF SALES/DONATIONS PROGRAM IS ACTIVATED) • 	<ul style="list-style-type: none"> • PURCHASE FEMA TTHU (APPLICABLE IF SALES TO OCCUPANTS IS ACTIVATED) 	Changed to have updated and consistent language
Page 2 – 23b.	HOUSING PLAN DOCUMENTATION VERIFIED?	PERMANENT HOUSING PLAN DOCUMENTATION VERIFIED?	Added for clarity
Page 2 – DHAP REFERRAL Box	DHAP REFERRAL <ul style="list-style-type: none"> • YES • NO 	REMOVE FIELD	Removed - Out-dated program
Page 3 – Page Title	DIRECT ASSISTANCE	DIRECT TEMPORARY	Added for clarity

	RECERTIFICATION WORKSHEET	HOUSING ASSISTANCE RECERTIFICATION WORKSHEET	
Page 3 – 24.	FEMA RECERTIFICATION CASEWORKERS NAME:	FEMA RECERTIFICATION ADVISOR NAME:	Updated to reflect appropriate position title
Page 3 – 25a.	ELIGIBILITY/DENIAL REASONS: <ul style="list-style-type: none"> PROGRAM ELIGIBILITY MAJOR VIOLATION VIOLATED PARK/SITE RULES 	DENIAL REASONS: <ul style="list-style-type: none"> GENERAL VIOLATION MAJOR VIOLATION OTHER (See Notes) 	Modified based on updated guidance / policy
Page 3 – INTRODUCTION and RECERTIFICATION WORKSHEET Sections	Currently located on page 3	Move both sections to top of page 4	Sections belong under the Recertification Checklist section of the form
Page 3 – INTRODUCTION Section – First Line	<ul style="list-style-type: none"> Introduce yourself and show the person your FEMA Identification. 	<ul style="list-style-type: none"> Introduce yourself and show the person your FEMA Identification. 	Minor grammatical correction
Page 4 – REPAIR PROGRESS CHECKLIST (OWNERS ONLY) Section	<ul style="list-style-type: none"> Inform applicant of the need to evaluate what repairs have been completed. Document and evaluate the repairs and damage to the dwelling which has rendered the home inhabitable (essential repairs only). If necessary, go to damaged dwelling and record outside condition (e.g., does it look like repair work has began). Record the observations in Comments section. If unsure about the state of repairs, ask the applicant if it was damaged or has already been repaired. Explain to applicant that you are only recording what you observe. Contact contractor on the 	<ul style="list-style-type: none"> Inform occupant of the need to evaluate what repairs have been completed. Document and evaluate the repairs and damage to the dwelling which has rendered the home inhabitable (essential repairs only). If necessary, go to damaged dwelling and record outside condition (e.g., does it look like repair work has begun). Record the observations in comments section. If unsure about the state of repairs, ask the occupant if it was damaged or has already been repaired. Explain to occupant that you are only recording what you observe. Contact contractor on the 	Correct terminology updates

	<p>progress and completion of the repairs to the pre-disaster damaged dwelling. Confirm any delays on the progress and completion of the repairs (if applicable).</p> <ul style="list-style-type: none"> • Complete Checklist. 	<p>progress and completion of the repairs to the pre-disaster damaged dwelling. Confirm any delays on the progress and completion of the repairs (if applicable).</p> <ul style="list-style-type: none"> • Complete Checklist. 	
Page 4 – RECAP Section	<ul style="list-style-type: none"> • Document the condition (e.g., maintenance issues, interior, exterior damages and furnishings) of the unit on the Temporary Housing Unit Inspection Report (FF 90-13). • Document the applicant's NEMIS file with all recertification information documented as each visit. • Inform the applicant of your recommendation for recertification and what was observed during this visit. • Inform the applicant he/she will be notified within 7 - 14 days of their eligibility for recertification. • Provide FEMA Contact Numbers (Helpline, Maintenance, Sales, etc.). • Remind Applicant to Update FEMA if contact information changes, e.g., phone number. 	<ul style="list-style-type: none"> • Document the condition (e.g., maintenance issues, interior, exterior damages and furnishings) on the Transportable Temporary Housing Unit Inspection Report (FF-104-FY-21-111). • Document the occupant's NEMIS file with all recertification information documented as each visit. • Inform the occupant of your recommendation for recertification and what was observed during this visit. • Inform the occupant they will be notified within 7 - 14 days of their eligibility for recertification. • Provide FEMA Contact Numbers (Helpline, Maintenance, Sales, etc.). • Remind occupant to update FEMA if contact information changes, e.g., phone number. 	Updated to refer to correct FEMA Form name and number; correct terminology updates
Page 5 – 3.	<ul style="list-style-type: none"> • APPLICANT'S NAME 	<ul style="list-style-type: none"> • PRIMARY OCCUPANT'S NAME 	Updated for clarity
Page 5 – Exterior Damages Heading	<ul style="list-style-type: none"> • Exterior Damages 	<ul style="list-style-type: none"> • Damages 	Updated for clarity and plain language
Page 5 – Bathroom 1 (BA1) Section	<ul style="list-style-type: none"> • Basin 	<ul style="list-style-type: none"> • Sink 	Updated for plain language
Page 5 – Bathroom 2 (BA2) Section	<ul style="list-style-type: none"> • Basin 	<ul style="list-style-type: none"> • Sink 	Updated for plain language
Page 5 – Bathroom 3 (BA3) Section	<ul style="list-style-type: none"> • Basin 	<ul style="list-style-type: none"> • Sink 	Updated for plain language
Page 5 – 11.	RELATIONSHIP TO	<ul style="list-style-type: none"> • RELATIONSHIP TO 	Updated clarity on

	APPLICANT (i.e. App, Co-App, Occupant):	PRIMARY OCCUPANT (i.e. Authorized Household Member , Occupant):	relationship specifics
Page 5 – 12.	FEMA RECERTIFICATION STAFF NAME:	FEMA RECERTIFICATION ADVISOR NAME:	Updated to appropriate position title
Page 6 – CURRENT HOUSING COSTS Section	NOTE: Any Income or Current Housing Cost documentation will have sensitive information such as Social Security numbers or Account Numbers. This Information MUST be covered to protect Privacy and Identity.	NOTE: Income and Current Housing Cost documentation will have sensitive Personally Identifiable Information (PII) such as Social Security numbers or Account Numbers. This Information MUST be covered to protect Privacy and Identity.	Inclusion of PII for clarity