**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
(*formerly Manufactured Housing Operations Forms*)

**OMB Control No.**: 1660-0138 (*formerly 1660-0030)*

**Current Expiration Date**: 12/31/2021

**Collection Instrument(s)**: FF-104-FY-21-109 (*formerly 010-0-9)*: Request for the Site Inspection

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| **Location** | **Current version** | Proposed Revision | Justification |
| **Page 1 – Form Title** | Request for the Site Inspection | Transportable Temporary Housing Unit Request for the Site Inspection | Unit type added as this form is specific to transportable temporary housing units |
| **Page 1 – Privacy Act Statement – Principle Purpose(s)** | This information is being collected for the primary purpose of obtaining necessary landowner consent to inspect site, place maintain, deactivate and/or remove temporary housing units provided by FEMA to eligible registered disaster survivors as part of its direct housing program under a Presidentially-declared disaster. | This information is being collected for the primary purpose of obtaining necessary landowner consent for FEMA to inspect sites and install, maintain, deactivate and/or remove transportable temporary housing units (TTHUs) provided by FEMA to eligible applicants as part of direct housing assistance under a Presidentially-declared disaster. | Updated terminology. At this point in direct housing, we refer to survivors as applicants. Direct Housing is a form of assistance under the Individuals and Households Program. Direct Housing is not a program. |
| **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 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 disaster-related temporary housing assistance. | At this phase of direct housing we refer to survivors as applicants |
| **Page 1 – COUNTY** | COUNTY | COUNTY/PARISH | Clarity – not all states refer to them as counties (i.e. Louisiana) |
| **Page 1 – SITE TYPE** | * EGSS
* Group
* Private
* Commercial
 | * Group Site
* Private Site
* Commercial Park
* Other
 | Expanded abbreviations for clarity and plain language.  |
| **Page 1 – TEMPORARY HOUSING UNITS REQUIRED (Check One)** | TEMPORARY HOUSING UNITS REQUIRED (Check One) | Number of TTHUs Required (Check One) | Replaced with the TTHU acronym. Temporary Housing Units includes Multi-Family Lease and Repair and Direct Lease units which are not utilized for this form. |
| **Page 1 – TYPE OF UNIT** | TYPE OF UNIT* MH
* PM
* TT
* UFAS
 | TYPE OF TTHU* MHU
* RV
* UFAS
 | Expanded abbreviations for clarity. Updated to current terminology.  |
| **Page 1 – SITE UTILITY INFORMATION** | SITE UTILITY INFORMATION (Completed by THP contact through inquiry to applicant) | SITE UTILITY INFORMATION (Completed by Site Inspector through inquiry to applicant) | THP is inaccurate. Replaced with Site Inspector. |
| **Page 1 – SPECIAL NEEDS** | SPECIAL NEEDS | ACCESS AND FUNCTIONAL NEEDS | Updated appropriate terminology used by agency. |
| **Page 1 – IS APPLICATION ON OXYGEN** | IS APPLICATION ON OXYGEN? | IS APPLICANT/HOUSEHOLD MEMBER ON OXYGEN? | Spelling error and expanded to capture household. |
| **Page 2 – SITE DESCRIPTION AND DIRECTIONS** | SITE DESCRIPTION AND DIRECTIONS (Form DFO to Site – attach map if necessary) | SITE DESCRIPTION AND DIRECTIONS (From Joint Field Office to Site – attach map if necessary) | Spelling error and spelling out first use of acronym. |
| **Page 2 – NAME OF SITE INSPECTOR** | NAME OF SITE INSPECTOR (Assigned by DHOP’s Chief) | NAME OF SITE INSPECTOR | DHOPs Chief is an outdated position. No assignment info needed. |
| **Page 2 – Site Feasible** | * Site Feasible
* Site Infeasible (State reason)
* FF-104-FY-21-110, Landowner’s Authorization/Ingress-Egress Agreement
* FF 90-96, Mobile Lease
 | * Site Feasible
* Site Infeasible (State reason)
* FF-104-FY-21-110, Landowner’s Authorization/Ingress-Egress Agreement
 | Revised to include the more recent FEMA Form.  |