

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

| 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 | <ul style="list-style-type: none"> • EGSS • Group • Private • Commercial | <ul style="list-style-type: none"> • Group Site • Private Site • Commercial Park • Other | Expanded abbreviations for clarity and plain language. |
| Page 1 – TEMPORARY | TEMPORARY HOUSING UNITS REQUIRED (Check | Number of TTHUs Required (Check One) | Replaced with the TTHU acronym. Temporary |

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| HOUSING UNITS REQUIRED (Check One) | One) | | 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 <ul style="list-style-type: none"> • MH • PM • TT • UFAS | TYPE OF TTHU <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Site Feasible • Site Infeasible (State reason) • FF-104-FY-21-110, Landowner’s Authorization/Ingress-Egress Agreement • FF 90-96, Mobile Lease | <ul style="list-style-type: none"> • 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. |