**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-21-111 (*formerly 009-0-138)*: Transportable Temporary Housing Unit Inspection Report

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| --- | --- | --- | --- |
| **Location** | **Current version** | Proposed Revision | Justification |
| **Page 1 – Form Title** | **MANUFACTURED HOUSING UNIT INSPECTION REPORT** | **TRANSPORTABLE TEMPORARY HOUSING UNIT INSPECTION REPORT** | Expanding form name for clarity. |
| **Page 1 – Privacy Act Statement – PRINCIPLE PURPOSE(S)** | **PRINCIPAL 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 direct housing program under a Presidentially-declared disaster. | **PRINCIPAL PURPOSE(S):** This information is being collected for the primary purpose of documenting the inspection of transportable temporary housing units (TTHUs) provided by FEMA to eligible applicants as part of direct housing assistance under a Presidentially-declared disaster. | Updated the purpose to reflect how this specific form is used. Made edits to terminology: TTHUs, applicant at this phase of direct housing, and direct housing is a form of assistance 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. | Applicant at this phase of direct housing. |
| **Page 1 – 3.**  **TYPE OF INSPECTION:** | Site R | Site Ready for Electric  Site Ready for Occupancy | Added in an additional step in the process. |
| **Page 1 – 4.**  **SITE TYPE:** | Group MHU  Commercial Multi-Family  Private Other | Group Site  Commercial Park  Private Site  Other | Updated based on current terminology. |
| **Page 1 – 6.e.**  **TTHU INFORMATION:** | Building Address: | e. Site Address: | Updated for clarity. |
| **Page 1 – 6.f.**  **TTHU INFORMATION:** | N/A | i. Name of Park/Site and Lot #: | Updated for clarity. |
| **Page 1 – 6.g.**  **TTHU INFORMATION:** | f. Unit #: | f. TTHU #: | Terminology updated: TTHUs |
| **Page 2 – 9. FURNISHINGS:**  **Living Room** | Arm Chair | Armchair | Typo corrected. |
| **Page 2 – 9. FURNISHINGS:**  **Bathroom** | Lavatory | Sink | Updated terminology/plain language. |
| **Page 2 – 9. FURNISHINGS:**  **Other** | N/A | Weather Radios | Additional item. |