

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-21-112 (formerly 009-0-136): Transportable Temporary Housing Unit Installation Work Order

Location	Current version	Proposed Revision	Justification
Page 1 – Form Title	MANUFACTURED HOUSING UNIT INSTALLATION WORK ORDER	TRANSPORTABLE TEMPORARY HOUSING UNIT INSTALLATION WORK ORDER	This form is specific to TTHUs. TTHUs include both MHUs and RVs. Changed throughout form.
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 its direct housing program under a Presidentially-declared disaster.	PRINCIPAL PURPOSE(S): This information is being collected for the primary purpose of documenting the process and current status of installing transportable temporary housing units (TTHUs) provided by FEMA to eligible applicants as part of direct housing assistance under a Presidentially-declared disaster.	Updated terminology. Direct Housing is a form of assistance under the Individuals and Households Program. Direct Housing is not a program. Survivors are referred as applicants at this stage of direct housing.
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.	Survivors are referred as applicants at this stage of direct housing.
Page 1 – 3.: SITE INFORMATION	APPLICATION/SITE INFORMATION	Removed APPLICATION	Not Necessary.

Heading			
Page 1 – 3.: SITE ADDRESS	(House # and Street Name or Pad #, City, State, County):	(House # and Street Name or Pad #, City, State, County/ Parish):	Update to include parishes.
Page 1 – 4.: CONTRACT WORK ORDER INFORMATION	DATE SCH. COMPLETION	Removed DATE SCH. COMPLETION	Not Necessary.
Page 1 – 5.: SITE TYPE Section	<input type="checkbox"/> Commercial <input type="checkbox"/> Private <input type="checkbox"/> Group	<input type="checkbox"/> Commercial Park <input type="checkbox"/> Private Site <input type="checkbox"/> Group Site <input type="checkbox"/> Other	Spelled out site types.
Page 1 – 6.: TTHU TYPE Heading	UNIT TYPE	TTHU TYPE	This form is specific to TTHUs.
Page 1 – 6.: TTHU TYPE Section	<input type="checkbox"/> HU	<input type="checkbox"/> Manufactured Housing Unit <input type="checkbox"/> Recreational Vehicle <input type="checkbox"/> UFAS	Listed out TTHU types.
Page 1 – 7.: ELEVATION REQUIRED?	UNIT #	ELEVATION REQUIRED? YES, to _____ NO	Ensures FEMA captures relevant information about elevation requirements for a FEMA provided unit.
Page 1 – 8.: ELEVATION COMPLETE?	N/A	ELEVATION COMPLETE? YES NO	Elevation is a requirement by regs and wasn't addressed previously.
Page 1 – 9.: TTHU INFORMATION Heading	UNIT INFORMATION	TTHU INFORMATION	This form is specific to TTHUs.
Page 1 – 9.: TTHU INFORMATION Section	STANDARD UFAS	VIN #	Unit type was duplicative here. Moved VIN number to accommodate TPS Barcode. Removed Standard and

			UFAS – duplicative.
Page 1 – 9.: TTHU INFORMATION Section	VIN	Tank and Pump System Barcode	Inclusion of TPS barcode for tracking purposes
Page 1 – 10.: PAD LOT INFORMATION Section	Rent Amt.	Remove row	Rent amount not needed for the purposes of the installation work order.
Page 2 – Form Title	MANUFACTURED HOUSING UNIT (MHU) INSTALLATION WORK ORDER	TRANSPORTABLE TEMPORARY HOUSING UNIT INSTALLATION WORK ORDER	This form is specific to TTHUs.
Page 2 – 11.: INSTALLATION Section ITEMS TO FURNISH AND INSTALL	Roll in Shower	Accessible Unit	Roll in shower was a duplicate.
Page 2 – 11.: INSTALLATION Section ITEMS TO FURNISH AND INSTALL	Accessible Unit	Remove row	Moved one row up.
Page 2 – 11.: INSTALLATION Section ITEMS TO FURNISH AND INSTALL	Comments: WORK ORDER TOTAL	WORK ORDER TOTAL	Removed “Comments:”
Page 2 – 11.: INSTALLATION Section ITEMS TO FURNISH AND INSTALL	N/A	Comments:	Added section for comments within work order.