**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): 009-0-129: Transportable Temporary Housing Unit Ready for Occupancy Status

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| --- | --- | --- | --- |
| **Location** | **Current version** | Proposed Revision | Justification |
| **Pages 1-5 – Form Title** | **READY FOR OCCUPANCY STATUS** | **TRANSPORTABLE TEMPORARY HOUSING UNIT READY FOR OCCUPANCY STATUS** | Updated to be specific to TTHUs. |
| **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 ready for occupancy (RFO) status of a Transportable Temporary Housing Unit (TTHU) prior to its use as a form of direct temporary housing assistance under a Presidentially-declared disaster. | Updated the purpose to be specific to this form. |
| **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. | At this stage in direct housing, we refer to survivors as applicants. |
| **Page 1 – Type of MHU field** | Type of MHU: | Type of TTHU: | Form is specific to TTHUs – corrected acronym |
| **Page 1 – City field** | City: | City, State: | Form was missing state |
| **Page 1 – MHU Barcode field** | MHU Barcode: | TTHU Barcode: | Form is specific to TTHUs – corrected acronym |
| **Page 1 – MHU VIN field** | MHU VIN: | TTHU VIN #: | Form is specific to TTHUs – corrected acronym |
| **Page 1: UFAS CONUS field** | UFAS CONUS: | UFAS:   * YES * NO | Removed CONUS, since UFAS is not specific to CONUS |
| **Pages 1-5: UNKNOWN Column** | UNKNOWN | Remove column | Unknown need |
| **Pages 1-5 – DESCRIPTION fields** |  | Add a ? to the end of each question under the Description column |  |
| **Page 1: BLOCKING – DESCRIPTION** | Blocking done according to the Solicitation, state or local entity requirements, and/or manufacturer specifications | Is the TTHU blocked according to the solicitation, state or local entity requirements, and/or manufacturer specifications? | Changed for consistency |
| **Page 1 – LEVEL – DESCRIPTION** | Is the MHU level | Is the TTHU level and elevated if required? | Form is specific to TTHUs; Form did not previously refer to elevation needs |
| **Page 1 – TIE DOWNS – DESCRIPTION** | Is the MHU tied down safely and securely | Is the TTHU tied down safely and securely? | Form is specific to TTHUs |
| **Page 1 – ANCHORING – DESCRIPTION** | Is the MHU anchored safely and securely | Is the TTHU anchored safely and securely? | Form is specific to TTHUs |
| **Page 2 – EXTERIOR MISCELLANEOUS Section** | ITEM  DESCRIPTION  YES  NO  N/A  UNKNOWN  CONTRACTOR CERTIFICATION  FEMA MONITOR | Remove row | Does not belong/not necessary where placed on form |
| **Page 2 – EXTERIOR MISCELLANEOUS Section** | N/A | Add new row:  ITEM column:  TANK AND PUMP SYSTEM (TPS)  DESCRIPTION column:  Is the Tank and Pump System installed and ready to use? | Current TTHUs have external TPS units that need to be accounted for |
| **Page 2 – KITCHEN section** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 2 – APPLIANCES Section** | N/A | Add new row:  ITEM column:  WEATHER RADIO  DESCRIPTION column:  Is the Weather Radio functioning properly? | Included weather radios, which is a requirement and standard with TTHUs for safety. |
| **Page 2 – APPLIANCES Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 3 – LIVING ROOM SECTION** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – LIVING ROOM Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 3 – BATHROOM 1 Section** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section – FURNISHINGS row** | ITEM column:  FURNISHINGS  DESCRIPTION column:  Are all furnishings in good condition | ITEM column:  FIXTURES  DESCRIPTION column:  Are all fixtures present and functioning properly? | Adjusted for plain language |
| **Page 3 – BATHROOM 1 Section** | ITEM  DESCRIPTION  YES  NO  N/A  UNKNOWN  CONTRACTOR CERTIFICATION  FEMA MONITOR | Remove row | Does not belong/not necessary where placed on form |
| **Page 3 – BATHROOM 1 (CONTINUED) Heading** | BATHROOM 1 (CONTINUED) | Remove row/heading | Does not belong/not necessary where placed on form |
| **Page 3 – BATHROOM 1 Section** | N/A | Add new row:  ITEM column:  TUB/SHOWER  DESCRIPTION column:  Is the tub/shower in good condition and functioning properly? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section** | N/A | Add new row:  ITEM column:  COMMODE  DESCRIPTION column:  Is the commode functioning properly? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section** | N/A | Add new row:  ITEM column:  SINK  DESCRIPTION column:  Is the sink in good condition and functioning properly? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section** | ITEM column:  BLINDS  DESCRIPTION column:  Are all blinds present and in good condition | Remove row | Removed based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section** | ITEM column:  SMOKE/STROBES  DESCRIPTION column:  Is the smoke alarm function properly | Remove row | Removed based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 1 Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 3 – BATHROOM 2 Section** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 2 – VENT FAN Description** | Is vent fan functioning properly | Is the vent fan functioning properly? | Minor grammatical update |
| **Page 3 – BATHROOM 2 Section** | ITEM column:  BLINDS  DESCRIPTION column:  Are all blinds present and in good condition | Remove row | Removed based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 2 Section** | ITEM column:  SMOKE/STROBES  DESCRIPTION column:  Is the smoke alarm function properly | Remove row | Removed based on discussion with Logistics regarding items in TTHUs |
| **Page 3 – BATHROOM 2 Section – SHOWER Row** | ITEM column:  SHOWER | ITEM column:  TUB/SHOWER | Inclusion of standard items |
| **Page 4 – BATHROOM 2 Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 4 – BEDROOM 1** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 4 – BEDROOM 1 Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 4 – BEDROOM 2** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 4 – BEDROOM 2 Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 4 – BEDROOM 3** | N/A | Add new row:  ITEM column:  FLOOR COVERING  DESCRIPTION column:  Is the floor covering in good condition? | Addition based on discussion with Logistics regarding items in TTHUs |
| **Page 5 – BEDROOM 3 Section – CLEAN AND MAKE READY Description** | Is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |
| **Page 5 – HALLWAY Section – HVAC Description** | Is the door in good condition | Is the HVAC in good condition? | Updated to reflect HVAC – Door was a typo |
| **Page 5 – HALLWAY Section – CLEAN AND MAKE READY Description** | is the unit clean | Is the TTHU clean? | Form is specific to TTHUs/updated for consistent terminology |