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	• EGSS • Group • Private • Commercial	• 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

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 • 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.