

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-21-110 (formerly 010-0-10): Transportable Temporary Housing Unit Landowner’s Authorization Ingress-Egress Agreement

Location	Current version	Proposed Revision	Justification
Page 1 – Form Title	Landowner’s Authorization Ingress-Egress Agreement	Transportable Temporary Housing Unit Landowner’s Authorization Ingress-Egress Agreement	This form is specific to TTHUs.
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 to inspect site, place, maintain, deactivate and/or remove transportable (TTHUs) provided by FEMA to eligible applicants as part of direct housing assistance under a Presidentially-declared disaster.	Updated terminology. This form is specific to TTHUs; at this phase of direct housing we refer to survivors as applicants; and 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 – 4.	In consideration of the President's Disaster Proclamation of _____ (Date of declaration) _____ (DR#) and the furnishing of a temporary housing unit by the	In consideration of the President's Disaster Declaration of _____ (Date of declaration) _____ (DR#) and the furnishing of a TTHU by the United States of America to the above applicant, a	Updated terminology. Declaration is the appropriate term; TTHU used for consistency; and FEMA no longer uses “disaster victim”

	United States of America to the above applicant, a disaster victim, and other good and valuable considerations not herein expressly stated, and intending to be bound hereby, the Landowner (which term shall, for the purposes of this agreement, include the owner of record and any parties in possession) does hereby agree with the applicant as follows:	disaster survivor , and other good and valuable considerations not herein expressly stated, and intending to be bound hereby, the Landowner (which term shall, for the purposes of this agreement, include the owner of record and any parties in possession) does hereby agree with the applicant as follows:	
Page 1 – 4.a.	The Landowner hereby certifies that he/she is the owner of the above described property and authorizes placement of a temporary housing unit on his/her land for use of the subject applicant for the temporary housing period established by the United States Government.	The Landowner hereby certifies that they are the owner of the above described property and authorizes placement of a TTHU on their land for use of the subject applicant for the period of assistance established by FEMA .	Updated to be consistent with terminology; FEMA establishes the period of assistance (i.e. extensions)
Page 1 – 4.b.	The Landowner agrees that no indebtedness of his/hers will become a lien on the said housing unit, and that he/she will not attempt to restrain the owner of the unit from removing it from the subject property.	The Landowner agrees that no indebtedness of theirs will become a lien on the said TTHU , and that they will not attempt to restrain the owner of the TTHU from removing it from the subject property.	Spelling correction; updated for consistent terminology
Page 1 – 4.c.	The Landowner agrees to allow and maintain a route on ingress and egress for placing and removing the temporary housing unit along and across the subject property to the nearest reasonable access to a public street. This agreement includes the prohibition of structures and barriers upon the property which would hinder or preclude the normal and usual connecting, parking, placing, hitching, or removing of the temporary housing unit.	The Landowner agrees to allow and maintain a route on ingress and egress for placing and removing the TTHU along and across the subject property to the nearest reasonable access to a public street. This agreement includes the prohibition of structures and barriers upon the property which would hinder or preclude the normal and usual connecting, parking, placing, hitching, or removing of the TTHU .	Updated for consistent terminology.
Page 1 – 4.d.	The Landowner further agrees	The Landowner further agrees	Updated for consistent

	to maintain a reasonable route of ingress and egress along and across the property to and from the temporary housing unit for the applicant.	to maintain a reasonable route of ingress and egress along and across the property to and from the TTHU for the applicant.	terminology.
Page 1 – 5.	This Agreement shall remain in force for 30 days following termination of occupancy of the temporary housing unit in accordance with procedures and regulations promulgated by the Government.	This Agreement shall remain in force for 30 days following termination of occupancy of the TTHU in accordance with applicable Federal/State/Local procedures and regulations.	Updated for plain language.
Page 2 – GENERAL INFORMATION – a.	PURPOSE: The Landlord's Authorization is used to obtain the approval of the owner of a property for the placement and removal of a mobile unit to be used for temporary housing. The purpose of the Ingress-Egress is to obtain the approval of the owner/agent of a property through which a mobile unit must travel to reach a private site (generally properties adjacent to the proposed site) to ensure placement and removal of the unit.	PURPOSE: The Landlord's Authorization is used to obtain the approval of the owner of a property for the placement and removal of a TTHU to be used for temporary housing. The purpose of the Ingress-Egress is to obtain the approval of the owner/agent of a property through which a TTHU must travel to reach a private site (generally properties adjacent to the proposed site) to ensure placement and removal of the TTHU .	Updated for consistent terminology.
Page 2 – GENERAL INFORMATION – c.	DISTRIBUTION: Original – Applicant Copy # 1 – Mobile Home Operations Copy #2 – Landowner Copy #3 – Applicant Copy #4 – (Photocopy) Applicant Assistance	DISTRIBUTION: Original – Applicant Copy # 1 – Direct Housing Logistics Copy #2 – Landowner Copy #3 – Applicant Copy #4 – (Photocopy) Applicant Assistance	New group name per Logistics
Page 2 – INSTRUCTION FOR COMPLETING FORM	Explain the procedure for placement of a mobile unit and the reasons for requiring the Landowner's Authorization before giving the applicant this document.	Explain the procedure for placement of a TTHU and the reasons for requiring the Landowner's Authorization before giving the applicant this document.	Updated for consistent terminology.
Page 2 – INSTRUCTION FOR	Applicant: Signature of head of household or other legally responsible member of	Applicant: Signature of head of household or other legally responsible member of	Updated for plain language

COMPLETING FORM – 7.b.	household. Individual state laws must be observed in determining legal responsibility. If adults not related by marriage (i.e., adult sisters/brothers, parent and adult child, college roommates, etc.) all legally responsible adults must sign authorization.	household. Individual state laws must be observed in determining legal responsibility. All legally responsible adults must sign authorization.	
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