

## 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

Location	Current version	Proposed Revision	Justification
<b>Page 1 – Form Title</b>	<b>MANUFACTURED HOUSING UNIT INSPECTION REPORT</b>	<b>TRANSPORTABLE TEMPORARY HOUSING UNIT INSPECTION REPORT</b>	Expanding form name for clarity.
<b>Page 1 – Privacy Act Statement – PRINCIPLE PURPOSE(S)</b>	<b>PRINCIPAL PURPOSE(S):</b> 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.	<b>PRINCIPAL PURPOSE(S):</b> This information is being collected for the primary purpose of documenting the inspection of <b>transportable</b> temporary housing units ( <b>TTHUs</b> ) provided by FEMA to eligible <b>applicants</b> as part of direct housing <b>assistance</b> 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.
<b>Page 1 – Privacy Act Statement – DISCLOSURE</b>	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 <b>applicant</b> from receiving disaster-related temporary housing assistance.	Applicant at this phase of direct housing.
<b>Page 1 – 3. TYPE OF INSPECTION:</b>	Site R	Site <b>Ready for Electric</b>  Site <b>Ready for Occupancy</b>	Added in an additional step in the process.
<b>Page 1 – 4. SITE TYPE:</b>	<input type="checkbox"/> Group MHU  <input type="checkbox"/> Commercial Multi-Family  <input type="checkbox"/> Private Other	<input type="checkbox"/> Group <b>Site</b>  <input type="checkbox"/> Commercial <b>Park</b>  <input type="checkbox"/> Private <b>Site</b>	Updated based on current terminology.

		<input type="checkbox"/> Other	
<b>Page 1 – 6.e. TTHU INFORMATION:</b>	Building Address:	e. <b>Site Address:</b>	Updated for clarity.
<b>Page 1 – 6.f. TTHU INFORMATION:</b>	N/A	i. <b>Name of Park/Site and Lot #:</b>	Updated for clarity.
<b>Page 1 – 6.g. TTHU INFORMATION:</b>	f. Unit #:	f. <b>TTHU #:</b>	Terminology updated: TTHUs
<b>Page 2 – 9. FURNISHINGS: Living Room</b>	Arm Chair	<b>Armchair</b>	Typo corrected.
<b>Page 2 – 9. FURNISHINGS: Bathroom</b>	Lavatory	<b>Sink</b>	Updated terminology/plain language.
<b>Page 2 – 9. FURNISHINGS: Other</b>	N/A	<b>Weather Radios</b>	Additional item.