**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-21-113 (*formerly 009-0-130)*: Transportable Temporary Housing Unit Maintenance Work Order

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Current version** | Proposed Revision | Justification |
| **Page 1 – Form Title** | **MANUFACTURED HOUSING UNIT MAINTENANCE WORK ORDER** | **TRANSPORTABLE TEMPORARY HOUSING UNIT MAINTENANCE WORK ORDER** | This form is specific to TTHUs. 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 transportable 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 obtaining information specific to a FEMA provided transportable temporary housing unit (TTHU) in order to assess and perform maintenance as part of direct housing assistance under a Presidentially-declared disaster. | Updated purpose to reflect this form specifically. Updated terminology. Direct Housing is a form of assistance under the Individuals and Households Program. Direct Housing is not a program. Survivors are referred to as applicants at this phase 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 to as applicants at this phase of direct housing. |
| **Page 1 – 3.:**  **SITE INFORMATION**  **Heading** | **APPLICATION/SITE INFORMATION** | Removed APPLICATION | Not Necessary. |
| **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** | W Type: | Work Order Type: | Spelled out |
| **Page 1:**  **OCCUPANT INFORMATION** | N/A | City | Updated to be consistent with other forms. |
| **Page 1:**  **OCCUPANT INFORMATION** | Jurisdiction Parish | County/Parish | Updated to be consistent with other forms. |
| **Page 1:**  **OCCUPANT INFORMATION** | Tribe/Territory | State | Updated to be consistent with other forms. |
| **Page 1:**  **OCCUPANT INFORMATION** | N/A | Zip Code | Updated to be consistent with other forms. |
| **Page 1:**  **MAINTENANCE REQUEST INFORMATION** | Unit Type: | TTHU Type: | Form is specific to TTHUs – corrected acronym. |
| **Page 1:**  **MAINTENANCE REQUEST INFORMATION** | TTHU Unit: | TTHU #: | Form is specific to TTHUs – corrected acronym. |
| **Page 1:**  **WORK ORDER ISSUE INFORMATION** | Issued Date: | Date Issued: | Minor grammar edit |
| **Page 1:**  **WORK ORDER ISSUE INFORMATION** | Issued Time: | Time Issued: | Minor grammar edit |
| **Page 2:**  **SIGNATURES** | Notes: provide copy to occupants | Note: Provide copy to occupants | Minor grammar edit |
| **Page 2:**  **WORK ORDER SPECIFICATIONS** | UOM | Unit of Measure (UOM) | Spell out acronym |
| **Page 2:**  **LABOR** | Total hours worked (24 hour increments) | Total hours worked (24-hour increments) | Minor grammar edit |
| **Page 2:**  **VERIFICATIONS AND SIGNATURES** | **The above described work has been verified by:** | **The above-described work has been verified by:** | Minor grammar edit |
| **Page 2:**  **VERIFICATIONS AND SIGNATURES** | Other | Other \_\_\_\_\_\_ | Minor grammar edit |