



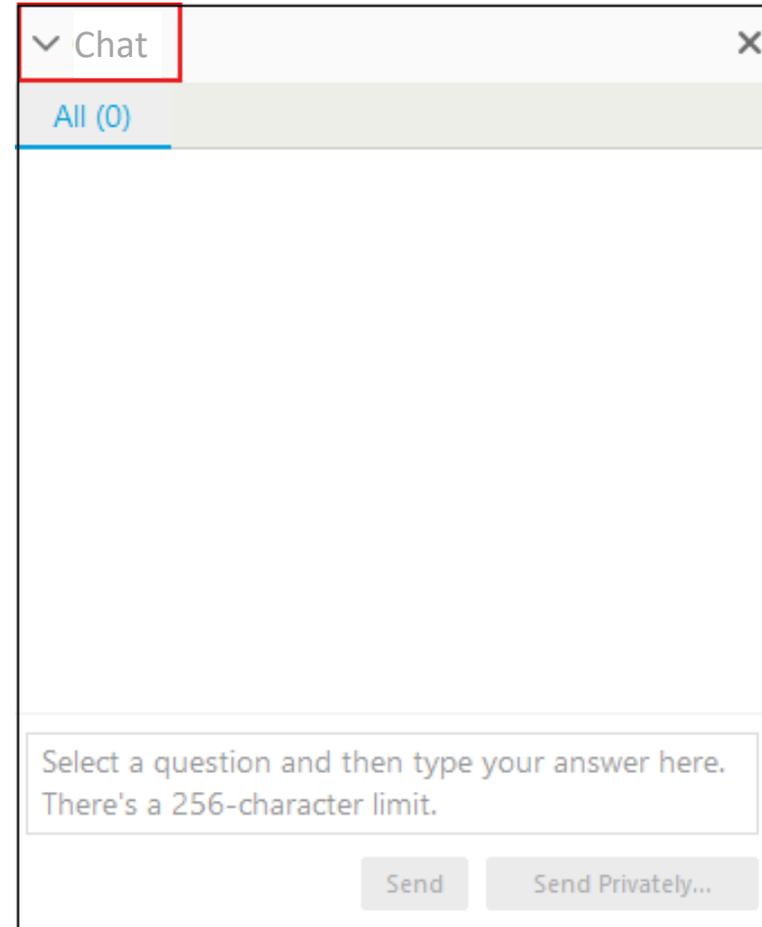
# HUD Moving to Work Expansion Training

Cohort 1 Onboarding - The MTW Supplement to the PHA Plan and the Public Process (Webinar 2 of 2)

March 24, 2021

# Questions?

- During Plenary Session
  - All attendees have been muted
  - Type your question in the Chat box (send to ICF Webinar)
- During Breakout Session
  - Attendees will be unmuted and asked to contribute verbally
  - Please mute yourself when you are not speaking
  - Please turn on video during breakout sessions





# HUD Moving to Work Expansion Training

Cohort 1 Onboarding - The MTW Supplement to the PHA Plan and the Public Process (Webinar 2 of 2)

March 24, 2021

# Training Plan & Overview

- Multi-part MTW Supplement training series:
  - Part 1 – March 10, 2021 (recording & materials available on the HUD Exchange)
  - Part 2 – TODAY!
  - Part 3 – Office Hours (optional) - April 14, 2021



# Today's Agenda – MTW Supplement Part 2

- Welcome
- Recap of MTW Supplement Part 1
- Breakout Groups – discussion about the homework assignment
- Report Out – highlights from the breakout discussions
- Accessing the MTW Supplement web-based form and tips for use
- Questions



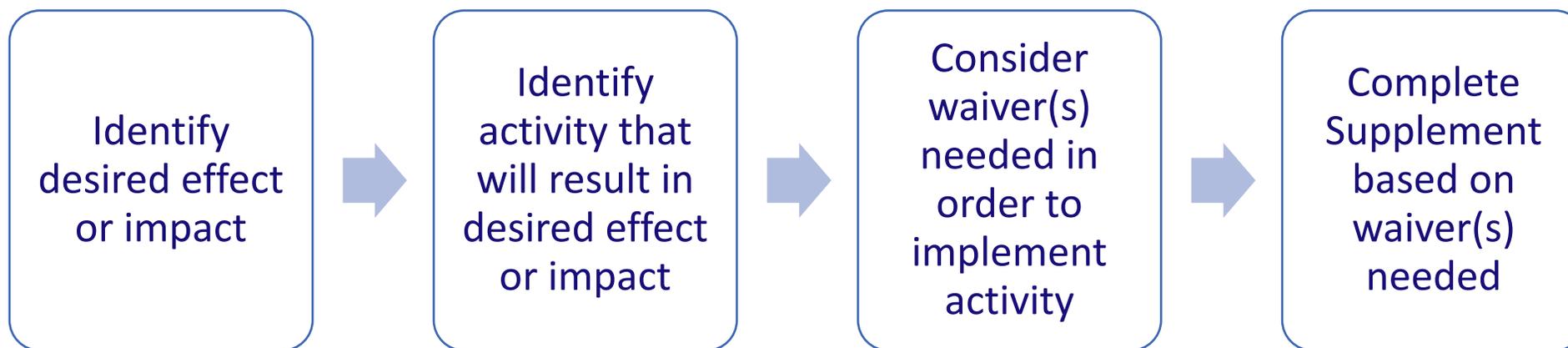
# Review & Recap

## The MTW Supplement to the PHA Plan and the Public Process (Part 1)



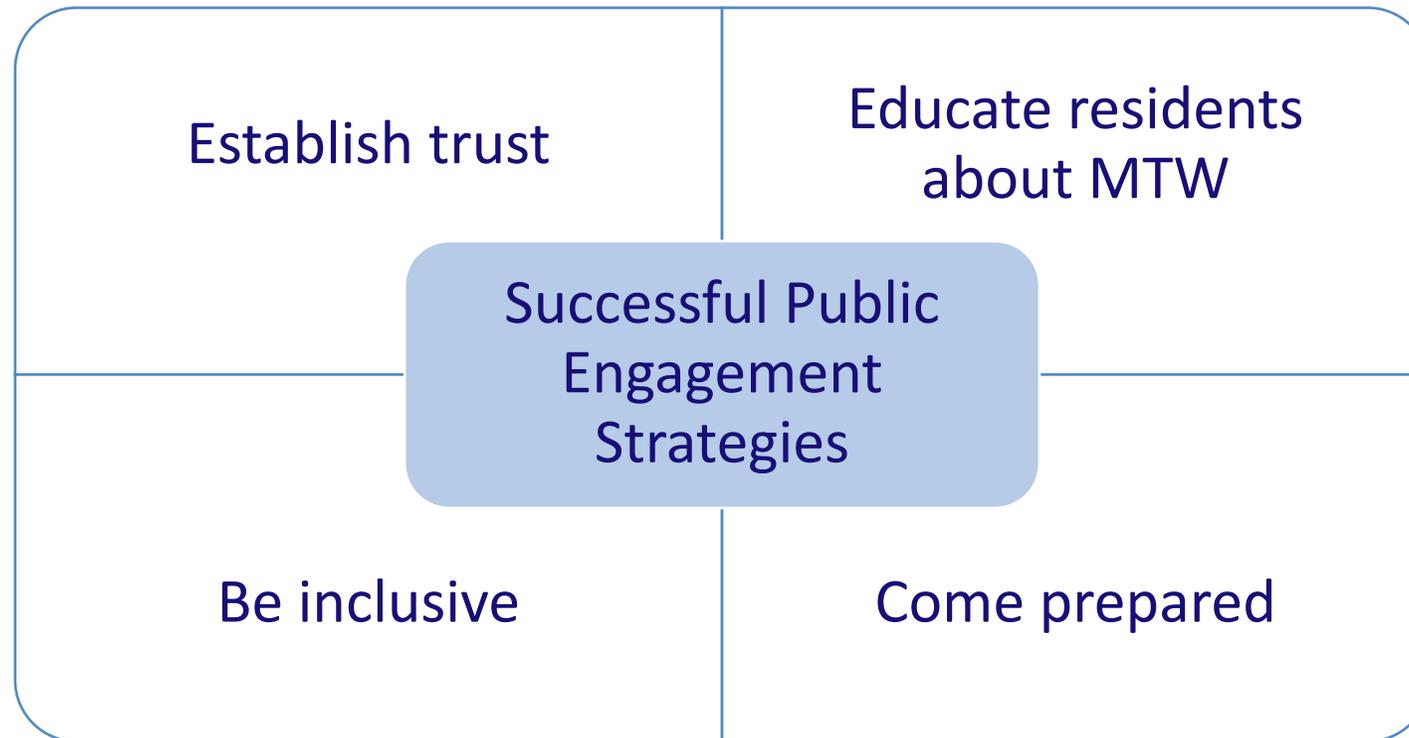
# Review & Recap

- What is the Supplement?
  - Supplement to the PHA plan
  - Collects information about policies implemented by MTW Expansion agencies
- Where to begin?



# Recap

- The Public Process



# Breakout Group Assignments

## Red: Regions I, II & III

Brattleboro Housing Authority (VT)  
Dover Housing Authority (NH)  
Pleasantville Housing Authority (NJ)  
Township of Neptune Housing Authority (NJ)  
Bristol Redevelopment and Housing Authority (VA)  
Harrisonburg Redevelopment and Housing Authority (VA)  
Randolph County Housing Authority (WV)  
Rockville Housing Enterprises (MD)

## Yellow: Region IV

Auburn Housing Authority (AL)  
Housing Authority of Cheraw (SC)  
Housing Authority of Fort Mill (SC)  
Housing Authority of Newnan (GA)  
Housing Authority of the City of New Smyrna Beach (FL)  
Housing Authority of the City of Ozark (AL)  
Maryville Housing Authority (TN)  
Robeson County Housing Authority (NC)  
Sheffield Housing Authority (AL)

## Green: Regions V & VI

Housing & Redevelopment Authority of Hibbing (MN)  
Kandiyohi County Housing and Redevelopment Authority (MN)  
McLeod County Housing and Redevelopment Authority (MN)  
Washington County Community Development Agency (MN)  
Fayetteville Housing Authority (AR)  
Housing Authority of Travis County (TX)  
Rosenberg Housing Authority (TX)  
Ruston Housing (LA)

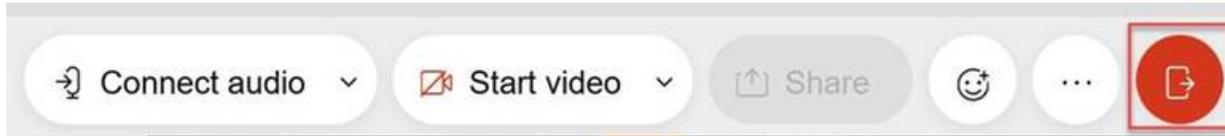
## Blue: Regions VII, VIII, IX & X

Ripley County Public Housing Agency (MO)  
Brighton Housing Authority (CO)  
City of Pomona Housing Authority (CA)  
Solano County Housing Authority (CA)  
Housing Authority of the City of Pocatello (ID)  
South Sioux City Housing Authority (NE)

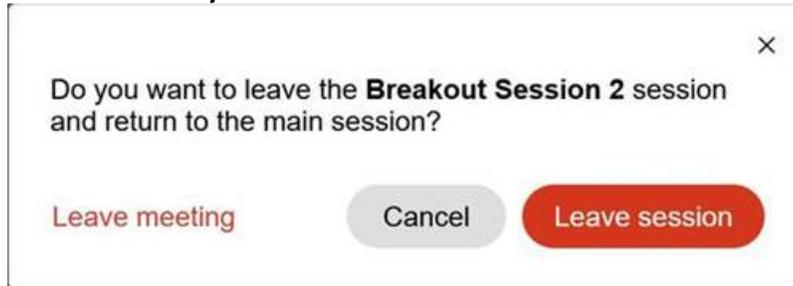


# End Up in The Wrong Group?

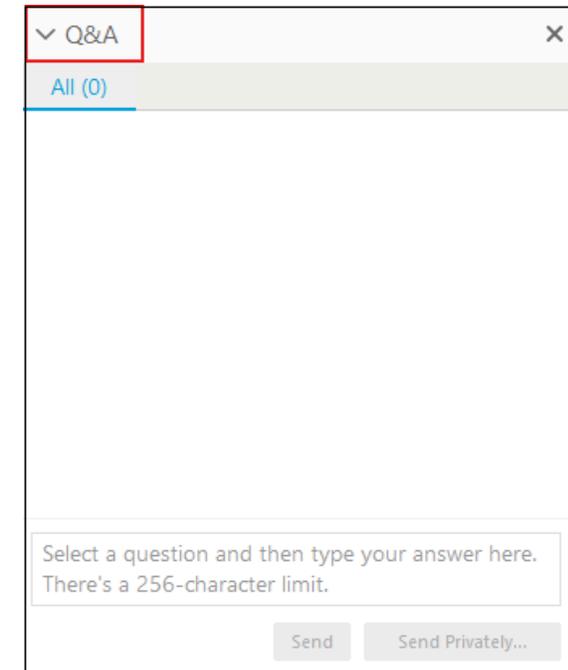
- Click the red button at the bottom to exit the group:



- Confirm you want to leave the session:



- Once in the main room, send a chat to ICF Event to be reassigned to the correct group:



Impact		Activities	Waivers	Supplement
<div data-bbox="38 207 318 299">Public Needs &amp; Concerns</div> <div data-bbox="343 207 624 299">Internal Agency Concerns</div> <div data-bbox="38 549 458 756"> <p>As you engage, keep notes, record meeting details. When? Who? Decision Points?</p> </div> <div data-bbox="38 771 624 1256"> <p>What do you want to achieve with MTW?</p> </div>	<div data-bbox="662 207 1261 485"> <p>What difference do you want to see?</p> </div> <div data-bbox="662 499 1261 771"> <p>How will you achieve that difference?</p> <p>Activity 1:</p> <p>Activity 2:</p> <p>Activity 3:</p> </div> <div data-bbox="662 785 1261 1256"> <p>How will you operationalize? What to consider?</p> </div>	<div data-bbox="1299 199 1885 471"> <p>Review available MTW Waivers:  <a href="https://www.hud.gov/sites/dfi/files/PIH/documents/FinalMTWExOpsNoticePartVIWeb.pdf">https://www.hud.gov/sites/dfi/files/PIH/documents/FinalMTWExOpsNoticePartVIWeb.pdf</a></p> </div> <div data-bbox="1299 485 1885 742"> <p>Waiver: </p> </div>	<div data-bbox="2153 192 2509 399"> <p>Read the Supplement instructions first!</p> </div> <div data-bbox="1923 357 2509 642"> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Review the hard copy Supplement first.</li> <li><input checked="" type="checkbox"/> Draft text in a Word document before entering it in the online form.</li> <li><input checked="" type="checkbox"/> Identify information sources. Who will provide what?</li> </ul> </div> <div data-bbox="1923 728 2509 1256"> <p><b>Items to Collect, if Applicable:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hardship Policy (Section C)</li> <li><input type="checkbox"/> Impact Analysis (Section C)</li> <li><input type="checkbox"/> Safe Harbor Waiver File (Section D)</li> <li><input type="checkbox"/> Agency-Specific Waiver Request (Section E)</li> <li><input type="checkbox"/> Public Comment File (Section H)</li> <li><input type="checkbox"/> Public Comment Analysis &amp; Decisions File (Section H)</li> <li><input type="checkbox"/> Certifications of Compliance (Section J)</li> </ul> </div>	

**10 Minute Break**



Impact		Activities	Waivers	Supplement
<div data-bbox="38 207 318 299">Public Needs &amp; Concerns</div> <div data-bbox="343 207 624 299">Internal Agency Concerns</div> <div data-bbox="38 549 458 756"> <p>As you engage, keep notes, record meeting details. When? Who? Decision Points?</p> </div> <div data-bbox="38 771 624 1256"> <p>What do you want to achieve with MTW?</p> </div>	<div data-bbox="662 207 1261 485"> <p>What difference do you want to see?</p> </div> <div data-bbox="662 499 1261 771"> <p>How will you achieve that difference?</p> <p>Activity 1:</p> <p>Activity 2:</p> <p>Activity 3:</p> </div> <div data-bbox="662 785 1261 1256"> <p>How will you operationalize? What to consider?</p> </div>	<div data-bbox="1299 199 1885 471"> <p>Review available MTW Waivers:  <a href="https://www.hud.gov/sites/dfi/files/PIH/documents/FinalMTWExOpsNoticePartVIWeb.pdf">https://www.hud.gov/sites/dfi/files/PIH/documents/FinalMTWExOpsNoticePartVIWeb.pdf</a></p> </div> <div data-bbox="1299 485 1885 742"> <p>Waiver: </p> </div>	<div data-bbox="2153 192 2509 399"> <p>Read the Supplement instructions first!</p> </div> <div data-bbox="1923 357 2509 642"> <p><b>Tips:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Review the hard copy Supplement first.</li> <li><input checked="" type="checkbox"/> Draft text in a Word document before entering it in the online form.</li> <li><input checked="" type="checkbox"/> Identify information sources. Who will provide what?</li> </ul> </div> <div data-bbox="1923 728 2509 1256"> <p><b>Items to Collect, if Applicable:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hardship Policy (Section C)</li> <li><input type="checkbox"/> Impact Analysis (Section C)</li> <li><input type="checkbox"/> Safe Harbor Waiver File (Section D)</li> <li><input type="checkbox"/> Agency-Specific Waiver Request (Section E)</li> <li><input type="checkbox"/> Public Comment File (Section H)</li> <li><input type="checkbox"/> Public Comment Analysis &amp; Decisions File (Section H)</li> <li><input type="checkbox"/> Certifications of Compliance (Section J)</li> </ul> </div>	

# MTW Supplement Web-Based Form

## Accessing and Navigating through the Supplement



# Accessing the System for the First Time

- Email sent to all agencies requesting information needed to grant access to MTW Supplement web-based form
  - Information should have been returned to [MTWSupplement@hud.gov](mailto:MTWSupplement@hud.gov).
- Limit of five users per agency
- Each user must read the rules of behavior on the access request document
- Users will receive access within a day of this training as long as HUD has received their agency's signed ACC amendment.
  - Users have 24 hours to activate account.





Forgot your password?

Not a member?

Are you an employee? Login here

### Warning!

By accessing this system, you agree to the of Behavior for this system and are bound following Terms and Conditions:

- This computer system, including all related equipment, networks, and network devices (specifically including Internet access) contains data belonging to the U.S. Government, and is provided for authorized U.S. Government use only.
- Access requires the use of an authorized user account number and password, which are sensitive and must never be shared with anyone at any time.

Once you activate user account, go here for subsequent logins: <https://pih-gateway.force.com/mtwexpansion>.



# Creating a New Form

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, Building and Units, Development, and Account Profile. A search bar and a user profile icon are also present in the top right. Below the navigation bar are three main action buttons:

- ACCOUNT PROFILE**: Please Click Here to Update Your PHA's Account Information
- CREATE NEW MTW SUPPLEMENT FORM**: Please Click here to create your annual MTW Supplement form
- OPEN EXISTING MTW SUPPLEMENT FORMS**: Please Click here for previous MTW Supplement forms

**To start a new MTW Supplement, use Create New MTW Supplement Form button.**



# Accessing Previously Created Forms

The screenshot shows a web application interface with a navigation bar at the top containing links for [Home](#), [Building and Units](#), [Development](#), and [Account Profile](#). A search bar is located on the right side of the navigation bar. Below the navigation bar, there are three main action buttons arranged horizontally:

- ACCOUNT PROFILE**: Please Click Here to Update Your PHA's Account Information
- CREATE NEW MTW SUPPLEMENT FORM**: Please Click here to create your annual MTW Supplement form
- OPEN EXISTING MTW SUPPLEMENT FORMS**: Please Click here for previous MTW Supplement forms

**If you started an MTW Supplement form, access it using Open Existing MTW Supplement Forms button.**



# Accessing Previously Created Forms (cont.)

- Previous Supplement Submissions page will show all forms created, with:
  - Status
  - Date created
  - Who created the form
  - Last modified date



# Accessing Previously Created Forms (cont.)

- If form in Submitted status, no changes can be made
  - If corrections needed, status will be set to Returned for Revision
  - Then, form can be modified as requested and resubmitted
- Agencies can only create amendments for forms in “Approved” status



# Questions?



# Tips for Use

- Two main types of fields – text boxes and pick lists:
  - Some pick lists accept only one selection, others accept multiple.
  - Pick lists that accept multiple selections have a text box to filter/search for a specific entry.

Which of the MTW statutory objectives does this MTW activity serve?

Select a value

Filter values..

Cost effectiveness

Self-sufficiency

Housing choice

**Example of a multi selection pick list with filter**



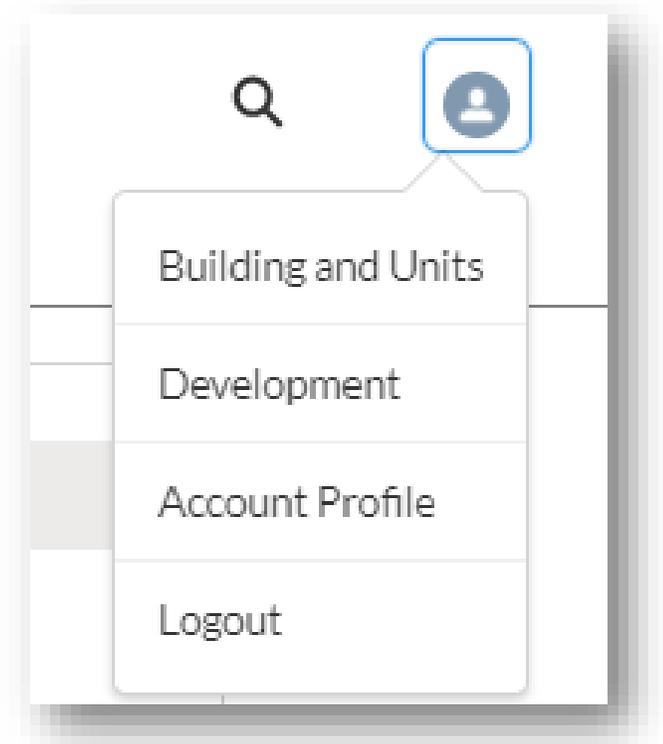
# Tips for Use (cont.)

- Pause after a page loads before opening a pick list and making a selection.
  - Previously created forms take a few seconds for saved information to load.
- If item is not applicable, enter “n/a” or “Not applicable”.
- Use “Next” button to navigate to the next page.
  - Information entered on the current page will be saved.
- Use “Previous” button to navigate back to the previous page.



# Tips for Use (cont.)

- To view text that does not fit into viewable portion of text box, use keyboard arrows or scroll bar.
- Log out by clicking on the icon in the upper right corner of the page and selecting Logout.



# PH and HCV Implementation of Waivers & Activities

- Most waivers and activities allow implementation for public housing (PH) and Housing Choice Voucher (HCV).
  - Some may only have one or the other.
  - Web-based form mirrors waivers listed in the MTW Operations Notice.
- In MTW Operations Notice, C.8, C.10, C.11, C.14.b, and C.14.c are combined for PH and HCV.
  - C.8 – report for both programs combined on web-based form
  - C.10, C.11, C.14.b. and C.14.c – report on implementation for PH and HCV separately on web-based form



# Questions?



# Uploading Files

- Only Word and PDF files
- 25 MB max file size
- Naming convention: PHA code, Fiscal Year (FY), short name for policy/item

## **File name examples:**

- CA789FY21RentHardship for a rent hardship policy
- CA789FY21ImpactAnalysis for an impact analysis that is applicable to multiple MTW activities
- CA789FY21MTWCertofCompliance for the MTW Certifications of Compliance



# Uploading Files (cont.)

- Do not change content type – this is how the system associates your file to what it is for (hardship policy, etc.)
- Upload files one at a time
- Use “File Description” to enter short description of the file
  - Can leave field blank except for in Section E
  - File description in Section E will be used in future years in E.2 to allow you to report on previously submitted Agency-Specific Waivers.



# Downloading the MTW Supplement

- To print, use download function within web-based form to download as PDF.
- Can be downloaded when form is in any status.
- PDF file does not include any files you uploaded to the system.



# Downloading the MTW Supplement (cont.)

1. On the landing page, click Open Existing MTW Supplement Forms button.
2. Find the form you want to open and click on the form number.
3. Click “Generate Documents (S-Doc) button in upper right-hand corner of the page.
4. A new tab or window (depending on your browser) will open. Click link in Document Number column to open PDF file in a new tab or window.
  - *Remember, PDF will not include any other files the agency has uploaded.*



# Downloading Previously Uploaded Files (Attachments)

1. Use “Open Existing MTW Supplement Forms” button on landing page to navigate to the form you want to download. Click the form number on the page that appears.
2. On the left side of the page, click link labeled “Related”.
3. You will see a page with the heading “Files”. This is where uploaded files will appear. Click the down arrow on the right side of the line and a menu will appear with a download option.



# Email Notifications

- Agencies will receive email notifications when:
  - Their form is submitted, and HUD is notified
  - HUD has reviewed MTW Supplement and requires corrections (“Returned for Revision” status)
  - HUD has approved MTW Supplement (“Approved” status)
- Check submission status by accessing the “Open Existing MTW Supplement Forms” button on the landing page.



# Technical Assistance

- REAC Technical Assistance Center (TAC)
  - Technical questions and questions about how the web-based form works
- HUD Field Office Point of Contact (POC)
  - Policy questions
  - Technical/system questions should not be sent to HUD staff.

## **Contacting the REAC TAC:**

- By phone: 888-245-4860, option 9, specify question is about the MTW Supplement
- By email: [REAC\\_TAC@hud.gov](mailto:REAC_TAC@hud.gov)
  - Must include “MTW Supplement” in the subject line
  - Include screen prints if they would help explain the issue (e.g., error message)



# Questions?



# General Resources

- MTW Selection Notice, Welcome Letter, Timeline, and Resources
- MTW Operations Notice
  - <https://www.hud.gov/sites/dfiles/PIH/documents/FinalMTWExOpsNoticePartVIWeb.pdf>
- Moving to Work page on hud.gov
  - <https://www.hud.gov/mtw>
- Moving to Work Expansion page
  - <https://www.hudexchange.info/programs/mtw/>
- MTW Expansion Training
  - <https://www.hudexchange.info/programs/mtw/mtw-expansion-training/welcome/>
- MTW Expansion Webinars
  - <https://www.hudexchange.info/trainings/moving-to-work-expansion-webinar-series/>



# Upcoming Cohort 1 Onboarding Webinars

MTW Supplement Office Hours	April 14, 2021
Transitioning Your PHA Data to PIC-NG	Date TBD



**Thank you!**

