



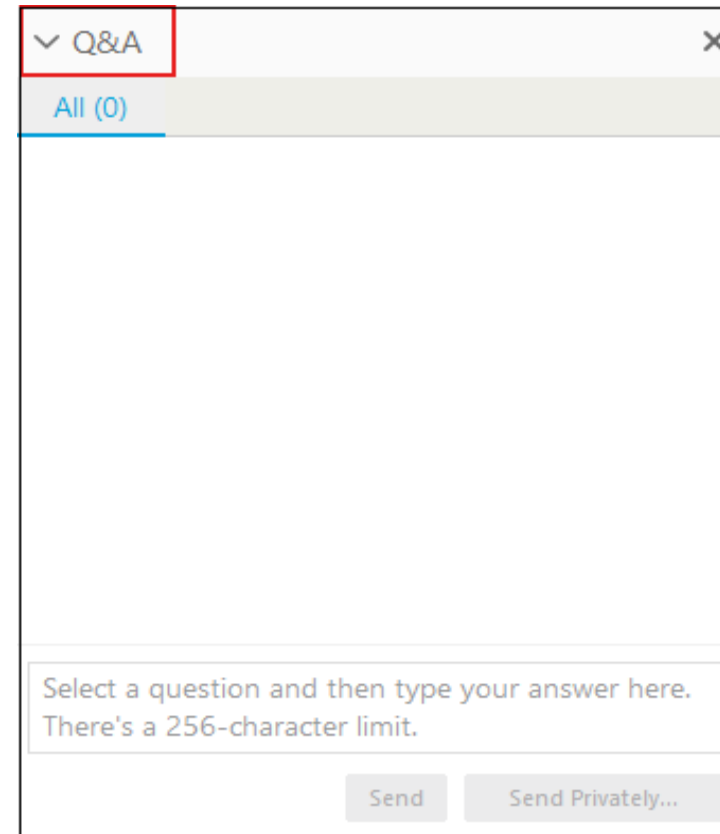
# HUD Moving to Work Expansion Training

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

March 10, 2021

# Questions?

- All attendees have been muted
  - Type your question in the Q&A box (send to All Panelists)
- OR**
- Type “I have a question” in the Q&A box (send to All Panelists), and you will be placed in queue to be unmuted to ask verbally



The screenshot shows a Q&A interface. At the top, there is a dropdown menu with 'Q&A' selected. Below the dropdown, there is a list of questions, currently showing 'All (0)'. At the bottom, there is a text input field with the placeholder text 'Select a question and then type your answer here. There's a 256-character limit.' and two buttons: 'Send' and 'Send Privately...'.



# HUD Moving to Work Expansion Training

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

March 10, 2021

# Training Plan & Overview

- Multi-part MTW Supplement training series:
  - Part 1 – TODAY!
  - Part 2 – Wednesday March 24<sup>th</sup> @ 2pm eastern
  - Part 3 – Office Hours (optional); TBD
- Awaiting OMB approval of Supplement form
- Hope to receive approval by March 24<sup>th</sup> training



# Today's Agenda – MTW Supplement Part 1

- What is the MTW Supplement?
- Public Engagement
- Where to begin? Thinking through what you need to complete the Supplement
- Introduction to the Supplement
- Homework assignment
- Questions

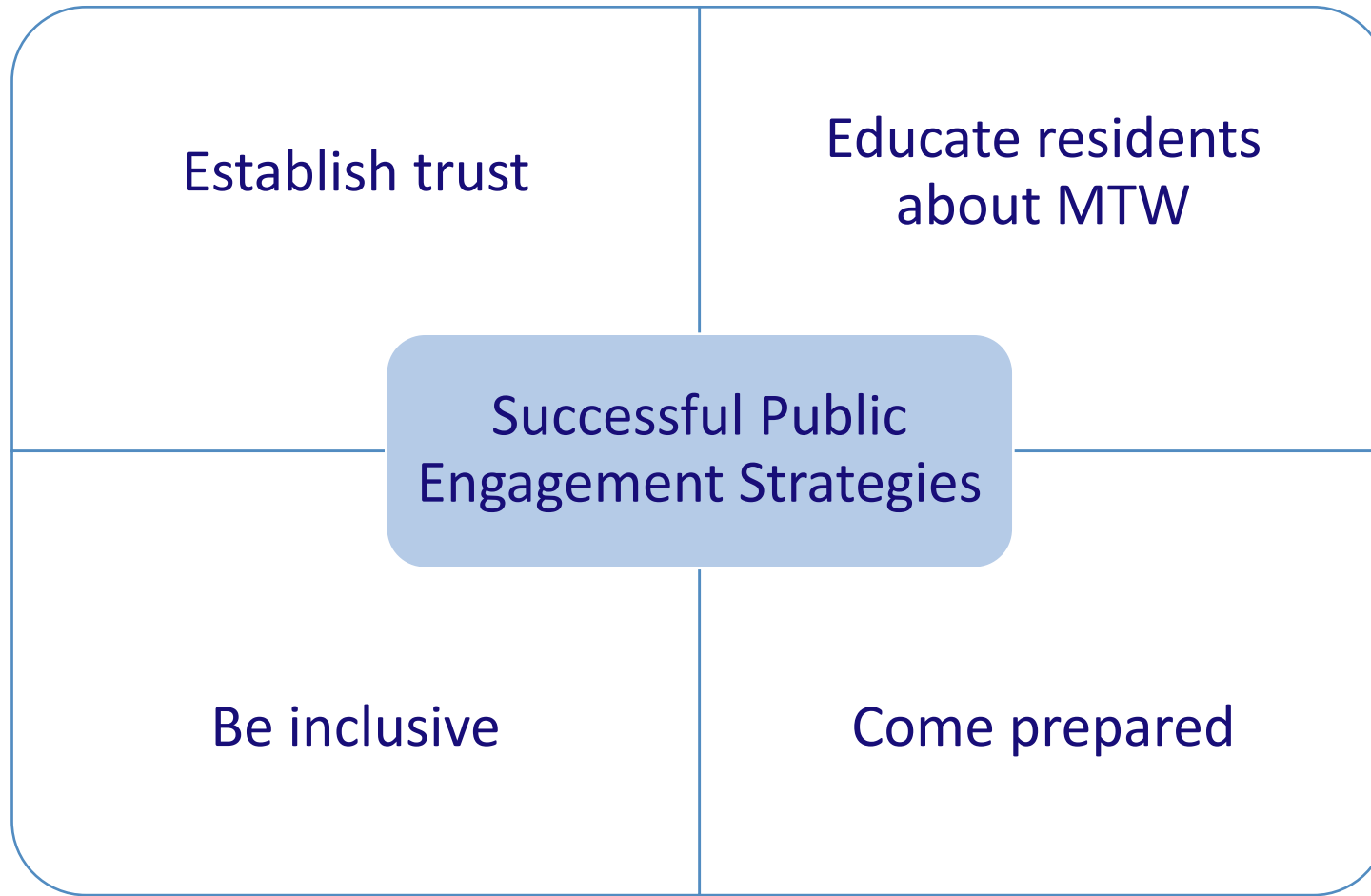


# What is the Supplement?

- Supplement to the PHA plan
- Collects information about policies implemented by MTW Expansion agencies
- Used by agency to communicate plans with residents and community stakeholders
- Used by HUD to monitor and evaluate the MTW demonstration program
- Even small agencies must submit annually
- Submit with PHA plan or as amendment to previous PHA plan



# Public Engagement



## MTW Expansion Training

### Table of Contents

Search 

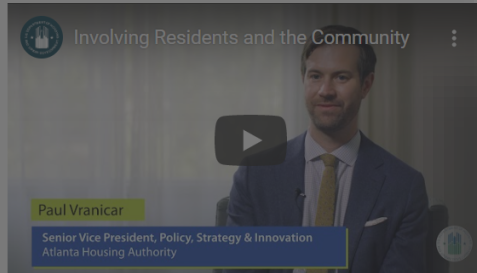
- Welcome!
- MTW Basics ▶
- Statutory Requirements ▶
- Types of Waivers and Their Requirements ▶
- All Available MTW Waivers ▶
- Selecting and Implementing Activities ▶

### Involving Residents and Communities

Getting buy-in from residents and community stakeholders about MTW activities is a cornerstone of a successful MTW program. The process of engaging with residents and the community begins when the agency applies to the MTW program and continues as it plans new MTW activities, implements new processes, and reports on outcomes.

Agencies are required to involve residents and community stakeholders by providing an opportunity to review and comment on the annual MTW Supplement, and through participation in a Resident Advisory Board (RAB) or tenant association. But agencies may choose to foster more extensive involvement to build buy-in and local support.

While there is no one 'right' way to engage residents and the surrounding community,



*Paul Vranicar (Atlanta Housing Authority), Nicole Beydler (Housing Authority of the County of San Bernardino), Jennifer Rainwater (Formerly, Housing Authority of the County of San Mateo), and Karen DuBois-Walton (Housing Authority of the City of New Haven) share insights and lessons learned when it comes to engaging residents and the community in MTW activities.*

Involving Residents and Communities training resources on the HUD Exchange!

<https://www.hudexchange.info/programs/mtw/mtw-expansion-training/welcome/>

HUD Moving to Work Expansion

Involving Residents and Communities

Take this Training

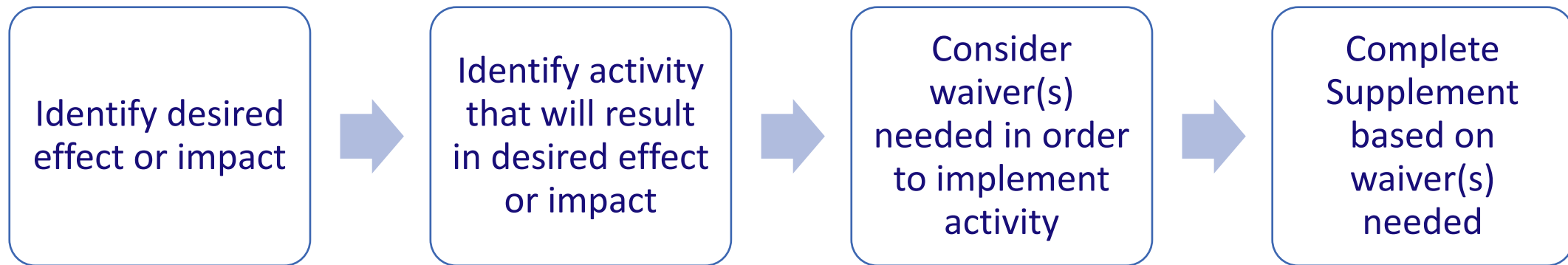


Questions?



# Where to Begin?

- Step back and think about what you want to accomplish



# Thinking About What You Need to Get Started

Impact?

MTW plans  
for the  
year?

Short- and  
long-term  
goals?

Changes in  
income?

Which  
statutory  
objectives?

Waivers?

Which  
households?

Target  
population?

Requests for  
interim re-exams?

Cost  
implications?

Frequency of  
re-exams?

Hardship  
policy?

**10 Minute Break**



# Supplement Sections

- A. PHA Information
- B. Narrative
- C. MTW Waivers and Associated Activities
- D. Safe Harbor Waivers
- E. Agency-Specific Waivers
- F. Public Housing Operating Subsidy Grant Reporting
- G. MTW Statutory Requirements
- H. Public Comments
- I. Evaluations
- J. MTW Certifications of Compliance



## A. PHA Information

A1.

PHA Name

PIH Test Account

PHA Code

AB345

PHA Program Type

Combined

MTW Cohort Number

1

MTW Supplement for PHA Fiscal Year Beginning

4/1

Supplement Fiscal Year

--Select--

MTW Supplement Submission Type

--Select--

Easy to complete!

- ✓ Basic facts about your PHA
- ✓ Won't change from year to year
- ✓ Most fields pre-filled

Supplement for upcoming FY? OR  
Amendment to previous Annual Plan?



## B. Narrative

**B1.** The narrative provides the MTW agency with an opportunity to explain to the public, including the families that it serves, its MTW plans for the fiscal year and its short and long-term goals.

The MTW agency should provide a description of how it seeks to further the three MTW statutory objectives during the coming Fiscal Year. Those three MTW statutory objectives are: (1) to reduce cost and achieve greater cost effectiveness in federal expenditures; (2) to give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (3) to increase housing choices for low-income families.

- Describe how you seek to address the three statutory objectives.
- Recommended you draft in a Word document and paste here.
- Do the same for all the other types of narrative text boxes.

Select which waiver(s) you will use, and answer questions related to that specific waiver.

### C.3. Reexaminations

#### 3.a. - Alternative Reexamination Schedule for Households (PH)

Plan to Implement in the Submission Year

--Select--

Currently Implementing

Plan to Implement in the Submission Year

Subsequent questions tailored based on your choice

Will be Discontinued in the Submission Year

Was Discontinued in a previous Submission Year

Not Currently Implemented





### 3.a. - Alternative Reexamination Schedule for Households (PH)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.

Another narrative box - draft in Word and simply paste here.

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

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Think about whether the activity will increase or decrease revenues and/or expenditures, or if it will be cost neutral.



## Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Core questions

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

--Select--

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

--Select--

Please describe this target population in the text box.

Does the MTW activity apply to all public housing developments?

The MTW activity applies to specific developments

Which developments participate in the MTW activity?

Select a value

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

If a question is not yet applicable because you marked "Plan to Implement in the Submission Year" enter "not yet applicable."



## Hardship Waiver Questions

Does this MTW activity require a hardship policy?

Yes

Based on the MTW Operations Notice, you will know that you need a hardship policy for this activity.



Hardship Policy File Upload(0)



Upload Files

Or drop files

Does the hardship policy apply to more than this MTW activity?

--Select--

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

--Select--

How many hardship requests have been received associated with this activity in the past year?

How many hardship requests were approved?

How many hardship requests were denied?

File types:

- ✓ PDF
- ✓ Word
- ✗ Excel

Naming convention:  
PHA Code, FY, short  
name for policy/item

## Safe Harbor Waiver

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

## Impact Analysis Questions

Does the MTW activity require an impact analysis?

Yes



Impact Analysis File Upload(0)

[Upload Files](#)

Or drop files

Does the impact analysis apply to more than this MTW activity?

Yes

Please list all of the applicable MTW activities. (Only upload impact analysis once when said impact analysis applies to multiple MTW activities.)

Select a value

## D. Safe Harbor Waivers.

### D1. Safe Harbor Waivers seeking HUD Approval:

The MTW Operations Notice describes a simplified process for MTW agencies to implement MTW activities outside of the safe harbors described in Appendix I. For each Safe Harbor Waiver request, a document that includes the following information must be provided: (a) the name and number of the MTW Waiver and associated activity for which the MTW agency is seeking to expand the safe harbor, (b) the specific safe harbor and its implementing regulation, (c) the proposed MTW activity the MTW agency wishes to implement via this Safe Harbor Waiver, (d) a description of the local issue and why such an expansion is needed to implement the MTW activity, (e) an impact analysis, (f) a description of the hardship policy for the MTW activity, if applicable, and (g) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

**Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?**

--Select--



Safe Harbor File Upload(0)



Upload Files

Or drop files

**If Safe Harbor Waiver required, upload document with:**

- a) Name & activity # of MTW Waiver for which you seek to expand safe harbor**
- b) Specific safe harbor & implementing regulation**
- c) Proposed policy you wish to implement via waiver**
- d) Description of local issue & why expansion is needed to implement activity**
- e) Impact analysis**
- f) Description of hardship policy**
- g) Copy of comments received at public hearing & description of how comments were considered**



## E. Agency-Specific Waivers.

### E1. Agency-Specific Waivers for HUD Approval:

The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.

In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.

For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

--Select--

 Files(0)



Upload Files

Or drop files

### E2. Agency-Specific Waiver(s) for which HUD Approval has been Received:

Does the MTW agency have any approved Agency-Specific Waivers?

--Select--



**If Agency-Specific Waiver being requested, upload document with:**

- a) Description of activity, including what you propose to waiver (statute, regulation, ON)**
- b) How the initiative achieves MTW statutory objections (1 or more)**
- c) Description of population groups and household types impacted**
- d) Cost implications**
- e) Implementation timeline**
- f) Impact analysis**
- g) Description of hardship policy**
- h) Copy of comments received at public hearing & description of how comments were considered**



## F. Public Housing Operating Subsidy Grant Reporting.

F.1. Please provide the public housing Operating Subsidy grant information in the table below for Operating Subsidy grants appropriated in each Federal Fiscal Year the PHA is designated an MTW PHA.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Only report public housing Operating Subsidy grant funding awarded in the year of MTW agency designation and all subsequent years.**

**Have your accounting/finance department provide Op Sub amounts, by FY, to the person completing the Supplement for your agency. Have this information handy so that it can be easily inputted into the form.**



## G MTW Statutory Requirements

### G1. 75% Very Low Income – Local, Non-Traditional.

HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.

Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
80%-50% Area Median Income	<input type="text"/>
49%-30% Area Median Income	<input type="text"/>
Below 30% Area Median Income	<input type="text"/>
Total Local, Non-Traditional Households	<input type="text"/>

**You may not be implementing any local, non-traditional activities this first year. But, if you do, make sure that you have a method to track this information.**



## G.2 Establishing Reasonable Rent Policy

Has the MTW agency established a rent reform policy to encourage employment and self-sufficiency?

--Select--



## G.3 Substantially the Same (STS) – Local, Non-Traditional

Please provide the total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.

# of unit months

Please provide the total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.

# of unit months

How many units, developed under the local, non-traditional housing development activity, were available for occupancy during the prior full calendar year (by bedroom size)?

Please include only those units that serve households at or below 80% of AMI in the table provided.

Add MTWS Housing Development Program



## G.4 Comparable Mix (by Family Size) - Local, Non-Traditional

In order to demonstrate that the MTW statutory requirement of "maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration" is being achieved, the MTW agency will provide information for its most recently completed Fiscal Year in the following table:

Local, non-traditional family size data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

Family Size:	Occupied Number of Local, Non-Traditional units by Household Size
1 Person	<input type="text"/>
2 Person	<input type="text"/>
3 Person	<input type="text"/>
4 Person	<input type="text"/>
5 Person	<input type="text"/>
6+ Person	<input type="text"/>
Totals	<input type="text"/>



## G.5 Housing Quality Standards

Certification is included in MTW Certifications of Compliance for HCV and local, non-traditional program. The public housing program is monitored through physical inspections performed by the Real Estate Assessment Center (REAC).



## H. Public Comments

### H.1

Please provide a copy of all comments received by the public, Resident Advisory Board, and tenant associations.

 Files(0)

 Upload


Please attach a narrative describing the MTW agency's analysis of the comments and any decisions made based on these comments.

 Files(0)

 Upload

If applicable, was an additional public hearing held for an Agency-Specific Waiver and/or Safe Harbor waiver?

--Select--

 Files(0)

 Upload Files

Or drop files

- ✓ Keep records of meetings with staff, residents, and community, including dates, number of attendees, and comments.
- ✓ Draft your responses to comments and decision made in response.
- ✓ Have these historical documents ready for upload when completing the Supplement.

## I. Evaluations.

I.1 Please list any ongoing and completed evaluations of the MTW agency's MTW policies, that the PHA is aware of, including the information requested in the table below. In the box "title and short description," please write the title of the evaluation and a brief description of the focus of the evaluation.

Does the PHA have an agency-sponsored evaluation?

Yes

[If Yes]: Please complete the table below.



MTWS Evaluations Policies



Title and short description

Evaluator name and contact information

Time period

Reports available

Add MTWS Evaluations Policies



## J. MTW Certifications of Compliance.

J.1 The MTW agency must execute the MTW Certifications of Compliance form and submit as part of the MTW Supplement submission to HUD. Certification should be uploaded below.

 Files(0)

 Upload Files Or drop files


**Signed by:**

- ✓ Board Chairperson, or
- ✓ Board Secretary

Previous

Submit

Form Submitted Successfully!




Once you submit, you can go back and view the form, but you will not be able to make any changes. After HUD receives and reviews, you will receive an email including a link to the system to make updates, if needed, and to let you know when it is approved.

**Final Recommendations:**

- ✓ Good recordkeeping is crucial.
- ✓ Assign one person to create the Supplement for your agency.
- ✓ “Other departments” provide access to necessary information/documents.
- ✓ Keep copies of your Impact Analysis and Hardship policy in a central, shared place for easy access.
- ✓ Draft a workplan, with due dates, so everyone is aware of the required information, prior to the submission deadline.



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>	



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

The MTW Supplement to the PHA Plan (the MTW Supplement) and the Public Process <b>(Part 2)</b>	<b>New Webinar!</b> March 24, 2021	2:00 – 4:00 PM EST
MTW Supplement Office Hours	<b>Date TBD!</b>	
Transitioning Your PHA Data to PIC-NG	<b>New Date TBD!</b>	



**Thank you!**

