

MTW Cohort 2

The MTW Supplement, Walkthrough, Part 2

Crystal Mills: Thank you so much, Chantel, and welcome to everyone who has joined us here today for our last webinar of the stepped and tiered rent cohort onboarding training series.

And just as a reminder, if everyone could just look and make sure that they're muted.

And I am Crystal Mills, a housing innovation specialist [inaudible] moving into our office here in Washington, D.C., we are thrilled to be here with you all and would like to send a congratulations for progressing this far. And we are excited for what's to come from your agencies once your agency amendments are signed and executed. Laura, next slide, please.

This session of the training is concentrated on the MTW Supplement, and it's a multi-part training. Part one took place, as you all remember, on July 14th. And the recording for that webinar is now available on MTW Expansion Webinar Series located on HUD Exchange for those of you who have missed it or maybe for those of you who want to refer back to it.

The second part of the training is today. And the last and final part will take place on August 4th at 2:00 p.m. Eastern Standard Time where we will be holding an optional office hours. You should receive the invite for the optional office hours two days prior to and on the day of August 4th for the office hours session. Next slide, please, Laura.

Today, we will discuss a recap of the information shared at part one of our webinar for the MTW Supplement, which took place two weeks ago. And Alison Christensen, a senior housing innovation specialist from our MTW team, will be going over the definitions of the four types of waivers, do a recap of what happened, as well as the key differences between the selection notice and the MTW operations notice as it relates to cohort two and how to assess and handle them.

Additionally, our management information specialist, Wendalyn Hovendick, will conduct a live walkthrough of the MTW Supplement's online form and address any questions you all have regarding the system.

Our goal today is to have as much interaction with you as possible, as always. So we will pause for questions at various points throughout today's presentation, and we hope you will engage with us to get your questions answered. And you may ask your questions via the chat feature.

And also, another reminder that you do now have the option to unmute yourself. We ask that after you unmuted yourself and ask your questions, to please remute yourself. But more than anything, we ask that you please be encouraged to ask questions. This is -- we're close to the end of the training series, and we want to make sure that we really capitalize together on any questions that you may have.

So with that said, I'm going to pass this over to Alison Christensen to kick us off with a recap of our last session. Alison?

Alison Christensen: Great. Thank you so much, Crystal, and thanks to everyone for joining today. I am Alison Christensen, and I will be telling you everything you need to know about waivers and associated activities today. So first, let's go over a little bit of where we've been with the recap on what is the MTW Supplement.

So as Crystal mentioned, this was covered at the last webinar, the MTW Supplement, Part 1 that was up on the screen, and there's a recording available if you weren't able to catch that. So I know many of you were in attendance, and it was not too long ago.

So we'll get through these key points, and then we'll have time after the recap for questions. If you have any unanswered questions from the last webinar or if this recap jogs your memory about a question that you have, you'll have the chance to answer -- get those answered today.

So first, we would like you to remember that the MTW Supplement, what we're talking about today, is the vehicle that collects information about the policies implemented by MTW expansion agencies.

Next, the MTW agencies use it to communicate their plans to residents and community stakeholders through the required public comment process. So it's both a document for HUD and one that we hope that you use more broadly in your community.

Also, HUD uses the information collected through the MTW Supplement to monitor and evaluate the MTW demonstration program. So lucky to know where this document goes and how HUD uses it once we get the information from you all.

Next, even small agencies must submit MTW Supplement annually. So your PHA plan may be on a different schedule, but for the MTW Supplement, you're going to need to submit that every year to HUD. Also, you can submit your MTW Supplement with a PHA plan or as an amendment to a previous PHA plan. So you'll have to work on your agency's timing of your entry into MTW to see what works best.

And next, we have just a little kind of way to think about the -- all the documents and forms that we're talking about to kind of make it seem a little bit more tangible to you.

So we've said that the operations notice is really your compass, it points you in the right direction for all of the things that you can do with your MTW status. And then we'd like you to think of your selection notice as the map. So the map is what you're eligible to do through your stepped and tiered rent cohort.

And then next, the MTW Supplement you can think of as your itinerary. So this is write down -- where you write down all the things specific to your agency that you're actually planning. So you'll hear this kind of metaphor as we move through the presentation of the ops notice being

your compass, the selection notice being your map, and then the MTW supplement, that's specific to your agency, and you can consider that your itinerary. Next slide.

So there's a reason why we keep bringing up the topic of public engagement, and it's because it's so important and central to the MTW program and the success that your agency will have in the demonstration.

So just a little recap on public engagement. While there's no one right way to engage with residents and your other community stakeholders, we've compiled some successful strategies from other PHAs in the MTW program, and those are to, as you see here on the screen, establish trust -- trust. Sorry -- educate residents about MTW, be inclusive, and to come prepared. We think that those four key elements will set you up for a very successful public engagement process.

So and we'd also like to mention that the MTW process may be a little different than the public process that you're used to, and it requires a little more comprehensive back and forth with your stakeholders and your residents. So we encourage you to really think outside the box about how you can really reach and engage people through the other public engagement. Next slide.

So if you'll recall from the last webinar, there was a great performance from Marianne and Jeree. Marianne played the role of the HUD Field Office, and Jeree played the role of the agency executive director. And they did a mock conversation where Marianne helped Jeree identify what his agency wanted to do with MTW and how that translated into identifying activities to implement and considering other waivers that would be required and pulling all of that information and thinking into a MTW supplement.

So we hope that kind of gets you thinking about how this whole process works in the real world. So encourage you to go back to that conversation if you're looking for how to get started and how all of this works in action. It was a great performance by Marianne and Jeree there on charting the course for MTW. Next slide.

So on this side, we have just a few reminders of some key points of some things that we've probably said to you 10, 20 times. So you can know they're important things that we want you all to remember.

The first of those is that the MTW supplement is a supplement to your PHA plan. So you submit your plan, again, as you always have, and then the supplement, the MTW Supplement will be submitted through a separate online system. So Wendalyn will go through a little bit of that today, but just to remind you to continue to submit your PHA plan as you always have.

Also, you can submit your MTW Supplement, again, with your regular PHA plan or as an amendment to your previous PHA plan. So it's a good idea to look at your agency's fiscal year in your calendar for how you're going to submit your documents and how you're going to time your entry into the MTW demonstration.

Also, want to remind you that you need to wait for approval from the field office before you implement any MTW activities. That includes all of the waiver categories that we'll go over today, the regular MTW waivers, agency-specific, and safe harbor waivers. So you need to wait for that specific approval from your field office before you move forward to implementing any of your activities.

And then, finally, once the MTW Supplement is approved and you receive your letter from HUD, you should get started with the updating you're ACOP and your admin plan. So this is not a specific step that's MTW related. These are documents that -- implementing documents that your agency has used separate from your MTW participation. But the policies that you implement through MTW should be incorporated into those documents. So that's just a reminder that you need to update those as well.

And I think that's all the reminders and recaps that we have from the last session. So I will turn it back over to Crystal for questions.

Crystal Mills: Wonderful. Thank you so much, Alison, for that recap of part one. Are there any questions about what you just heard from Alison or any questions from the July 14th webinar?

And as a reminder, you all may either come off of mute or ask the questions aloud and then -- or you may type your questions in the chat box. So any questions or comments before we move on to the next section? Okay. Guess we did a good job. Okay. So we'll will go on to the next slide, please, Laura, since we don't have any questions.

And, actually, Alison, I'll pass it back for you to discuss the definitions of the types of waivers. Alison?

Alison Christensen: Great. Thanks, Crystal. We'll get right into the main content here of all of the different kinds of waivers.

So the first category is the MTW waivers, and those are the -- what you have -- what we generally talk about, the MTW waivers, the appendix to the operations notice. The MTW waivers are more than 70 MTW waivers that are pre-approved by HUD and that permit a range of activities in 17 different categories. So they're waivers -- the 17 waiver categories and then the activities associated with each one of those waivers.

These pre-approved MTW waivers and activities are in Appendix 1 of the MTW operations notice. So you'll see those all laid out in tables there. These activities, MTW agencies may combine all of the activities in order to create more comprehensive initiatives.

So an example of that for you all is rent reform. So you'll take activities from different waiver categories and put those all together to establish your rent reform initiative. And you may do that with other MTW flexibilities as well.

So MTW agencies may implement any MTW activity or, as I said, combination of activities allowed under the MTW waivers without any additional approval. So this is your menu of pre-

approved HUD waivers and activities that don't need any additional review from HUD. They're all ready to go for you.

So the activities are included, and if the activities are included in an approved MTW Supplement to the PHA plan and you update, as I said, you're ACOP or administrative plan and you implement everything within the safe harbors that are listed for the MTW waivers and activities, then you're good to go to implement those MTW waivers and associated activities in that Appendix 1. So those are ready to go for you to implement as soon as you get those approvals, get those ACOP and admin plan updated, and work within the safe harbors that are provided.

But again, wanted to note a little reminder that you do still need that approval letter from the field office. So while the waivers and associated activities themselves are pre-approved by HUD, when you write that down again, your itinerary for your MTW Supplement, you'll want to make sure that you have that approval from the field office that approves your overall MTW supplement before you actually get started with it.

The next category of waivers that we have here is the -- are the cohort-specific waivers. So these are -- as a part of the MTW expansion, as you know, has -- to evaluate specific policy changes based on the advice of the MTW Research Advisory Committee. And depending on the evaluation design, we've said that HUD may add additional cohort-specific waivers to a particular cohort. So these would be found in the selection notice under which you were designated to be MTW. So for you all, that's the cohort 2 or the stepped and tiered rent cohort selection notice.

On the other side of that, HUD may restrict certain MTW waivers and their associated activities and would describe those restrictions in the selection notice under which you were designated. So for the stepped and tiered rent cohort, there are no additional specific cohort waivers -- cohort-specific waivers that were granted. But there are some restricted waivers and activities that are for the duration of the evaluation that we'll talk about a little later on in the presentation.

So the cohort-specific waivers section does not really apply to this cohort, except for that -- those few restricted activities that we'll talk about.

The next category of waivers are the safe harbor waivers. So I mentioned in the MTW waivers section that those are the activities that you are able to go forth and implement if you're within the safe harbors of the activity. But you may find that you see an MTW waiver and associated activity, and maybe one of the safe harbors doesn't work for your agency or your market or your goals.

So what you have the ability to do is to request a safe harbor waiver. So you could look at that safe harbor, say that's not going to work for our activity, we want to do it slightly different, and then you would propose that waiver -- that safe harbor waiver to HUD. So your agency is able to do that to work within the program to gain even additional flexibility.

There are some safe harbor notices or safe harbor -- safe harbors that are noted in the operations notice with an asterisk. So those are ones that are -- there's no flexibility around those, some

things like hardship policies, impact analyses, and things like that to where there's no flexibility. So if you see a safe harbor without an asterisk, you can think, that's a possibility of something I want to gain additional flexibility in by [inaudible] a safe harbor waiver. Or, if it has that asterisk, then you know that that's one that's really important and necessary to the approval of that activity.

And then the final category we have here are the agency-specific waivers, and this is really the place where the agency is able to get creative. MTW is a very flexible program that allows a lot of flexibility to your local community to address your local needs. So we wanted to have a category where you were able to propose activities.

Oh, want to remind folks to go on mute there, if you're in the background.

But these agency specific waivers are really your opportunity. If you see an issue in your community that needs to be addressed, go take out those regs and statutes and see what is giving you -- your community an issue, and you're able to propose a solution to that to HUD under the agency-specific waiver category.

So a lot of great flexibility and great activities that have come from this creativity from MTW agencies and HUD will continue -- or continue to look at the agency-specific waivers that are proposed by other PHAs. And if there's one that seems to be more broadly applicable to the other MTW expansion PHAs, we'll definitely consider incorporating that into the operations notice so that everybody can have the benefit of that waiver.

So those are the four categories, MTW waivers, cohort-specific waivers, safe harbor waivers, and agency-specific waivers. Those are the total waivers and associated activities that you can invoke with your MTW flexibility. Next slide.

Oh, questions.

Crystal Mills: Awesome. Okay. That was -- thank you for providing those great definitions. We actually have so far and we still encourage people to ask more questions here in the chat box or come off mute. And, in fact, I want to ask you, Ashley [inaudible] Johnson, do you mind coming off mute and sharing your question with the rest of the group?

Ashley Johnson: Sure. Can you hear me?

Crystal Mills: I can. Yes. I sure can.

Ashley Johnson: Okay. I was just curious about proceeding with elements of the annual plan if there's delay in approval of the MTW plan so that, if it's not MTW related, if it doesn't take advantage of any waivers, it's just regular annual plan activities, can we proceed prior to approval of the entire annual plan supplement?

Alison Christensen: So I'll take that one. So if it's a non-MTW-related issue, then it would continue to be however it was before you were designated as MTW. So if it was something in the

PHA plan that you needed a field office letter of approval for, then you would need to continue to wait for that approval. But if it wasn't, then any non-MTW activities are subject to the exact same approval processes that they were before you were an MTW agency. What we're really talking about today are just the MTW waivers and associated activities and other information that's included in the MTW Supplement.

Ashley Johnson: Thank you.

Crystal Mills: Thank you. That was a really good question. Are there any other questions?

Debbie: Yeah. This is Debbie.

Crystal Mills: Oh, perfect.

Debbie: This is Debbie from Akron. On our last call, we asked about the waivers as it related to HQS. We are in the demonstration program for UPCSV, and that was one of the things that was listed that cannot be waived. But since we are in the demonstration program, someone was going to check to see if we could continue in that program.

So I just -- if we haven't had a chance to check, just put it back on the reminder list so that we can find out because that's something we definitely need to know.

Crystal Mills: Okay. Thank you, Debbie. I'm making note of that, and someone will certainly be responding to you. And actually, have somebody working on it right now. So we may be able to answer before the end of the webinar today. So thank you for that question.

Debbie: Okay. We're hoping that the answer is yes, we can still be a PCS demonstration program for HUD.

Crystal Mills: Okay. All right. Thank you for the question. Thank you so much.

Does anyone else have a question? Encourage you, again, come off mute. Just remember to remute yourself afterwards so we can cut back on feedback. And also, you can ask questions, if you prefer, into the chat also.

There's always the office hours, but I wanted to make sure that we gave people enough time. And still, if you think of something, the options are still there for you to ask the questions on today's call and of course the session next week we have office hours.

So we continue to stress on the importance of referencing the MTW operations notice, along with the stepped and tiered rent cohort selection notice and with good reason, because it's so incredibly important to refer to both of these publications to successfully operate once you're officially brought on as an MTWer, if you will.

Alison, I'm going to turn it back over to you again to highlight some of the differences that Cohort 2 will need to keep in mind as they move forward as they are planning out their activities. Alison?

Alison Christensen: Great. Thank you, Crystal.

So here on this screen, you'll see the operations notice on one side, the Appendix 1 that goes over the MTW waivers and activities, and then the selection notice on the other side. So we will continue to emphasize that the MTW operations notice and the selected notice are your compass and your map, and we want you to look through them thoroughly and refer to them often.

Now, when you do, as you'll see on this slide, you'll notice that there may be some differences that raise questions. So and you'll see that maybe the operations notice says one thing and the selection notice says something else. So on the screen here, we have an example.

So the MTW operations notice here on the left indicates that one of the safe harbors for the tiered rent activity is that the rents or total tenant payments established under the system should use the lowest income of each band. So you'll see that highlighted in the safe harbors of that 1.a, 1.b tiered rent activity.

Now, on the other side of the screen, you'll see the selection notice and where it goes over MTW test rent one, which is the tiered rent. You'll see that the rents should be set at 30 percent of the monthly income at the midpoint of the tier. So you have the operations notice saying the lowest of the band and then the selection notice saying the midpoint of the band.

So just want to note that that -- that those kind of differences do exist and we'll show you how to reconcile this a little bit later but just that there may be differences between the operations notice and the selection notice and we'll help you navigate how to address those. The next slide, please.

So let's continue with the tiered rent example. On the screen here, you'll see that in order to implement the tiered rent activity, you go to the MTW waiver number one that goes over all the tenant rent policies. So to implement the tiered rent, you'd need to include activities 1.a and 1.b. One is on public housing, and one is on vouchers. So that would be dependent on what your inventory of your affordable housing is.

And so, you would need to include both of those, 1.a and 1.b in your MTW Supplement. And to address that discrepancy that we just identified, you would need to provide a safe harbor waiver that is needed to address that midpoint issue.

So your safe harbor, again, it's -- the safe harbor says that you need to have the rent set at the lowest tier. So you're going to need to request a safe harbor waiver that requests that it be set at the midpoint of the tier, which is a little bit different. So that was -- that addresses the the tiered rent policy.

So also, with the stepped rent policy, to address that, that is, again, an MTW waiver number one on tenant rent policies. And the stepped rent is addressed in 1.c and 1.d, those activities. And again, that's the voucher and public housing activities. There's one associated for each.

So stepped rent has some additional safe harbors. There are some mandatory safe harbors. Again, you'll see those noted with an asterisk in MTW operations notice Appendix 1. So we've broken those out for you.

Those mandatory safe harbors are that an impact analysis must be provided annually, a hardship policy must be in place, and elderly and disabled households are exempt from the policy. So those are mandatory safe harbors that cannot be waived.

There are some additional safe harbors associated with that activity as well, which you'll see towards the bottom of the slide here. So the first is not addressed in the selection notice, and it's that you provide services or referrals upon termination of households under a stepped rent.

Now, to provide services to abide by the safe harbor is within the selection notice or to request the safe harbor waiver would also be consistent with the selection notice because the selection notice is silent on this point.

So if an agency was planning to provide services and referrals upon termination, one of your agencies, you would do nothing and just abide by that safe harbor. If there was some reason where that did not work for your PHA, you would be able to submit a safe harbor waiver for that, if you elected to do so.

So the other three additional safe harbors on here are consistent with the selection notice. You'll see that there are safe harbors in the operations notice and they're also addressed in selection notice but the two are consistent. So there'll be no additional action from your agency on these.

And those are that the initial rents are set at either -- at or below 32 percent of gross income or 35 percent of adjusted income. So since the selection notice, I believe, addresses, it's 30 percent of gross income, you're within that safe harbor. So no safe harbor waiver would be needed.

Second, the -- or next, the rent increase has to be less than or equal to once a year, which is consistent with the selection notice. And the stepped rent increase can't be more than 4 percent of the fair market rent a year. So this selection, it's also within the section notice. I believe 2 to 4 percent is the range in the selection notice.

So for stepped rent, you'll see for proposing your tenant rent policy over the stepped rent, 1.c and 1.d, your agencies will not have to provide any safe harbor waivers, as all of the safe harbors are consistent with what's in the selection notice. And then you have the option, again, of that providing services or referrals upon termination. If your agency wanted to provide a safe harbor under that -- or a safe harbor waiver under that safe harbor, your agency would be able to do so. The next slide, please.

So the next MTW waiver and associated activity that you'll need to include in your supplement for the tiered and stepped rent cohort is the elimination of deductions. So let's talk about that.

So you'll see that that's still in the MTW waiver one on tenant rent policies, and the associated activities here are 1.r and 1.s. And you'll see this is in a different color because this waiver and associated activities applies to both the stepped and tiered rent policy agency. So no matter what rent policy you're in, you'll need to include this -- these activities as well.

So there are some mandatory safe harbors associated with these activities, and those are an impact analysis, a hardship policy, and, again, that elderly, disabled exemption. Excuse me.

So this is a good time to note that for that impact analysis and hardship policy, it's not necessary that you do a specific impact analysis and hardship policy for each specific activity. You can do that by initiative or by even over your agency as a whole. So you could have one hardship policy for your rent initiative and one impact analysis for your rent policies and include that as documentation for each of the activities. So you don't need to go through that exercise multiple times. But for both groups, you'll be needing to include this 1.r and 1.s in your MTW Supplement. Next slide, please.

Okay. So the next waiver you'll need to include is MTW waiver three on alternative reexaminations and then some different activities here. So this is the final waiver and associated activity that you'll provide in the MTW Supplement that's associated with your rent reform.

So you can see here that both agencies or both tiered and stepped rent policy PHAs will provide an -- the activity 3.a and 3.b, which is the triennial reexamination schedule.

Excuse me while I get a sip of water here. Excuse me.

So for both of these, there are mandatory safe harbors, again, that impact analysis and the hardship policy. And, again, that can be inclusive of the other activities that you're including in your rent reform initiative as well.

So there are some specifics for the tiered rent and the stepped rents. So under tiered rent, those agencies will need to provide a safe harbor waiver on the safe harbor element of, instead of adjusting gross income that falls by over 10 percent, you'll need to request a safe harbor waiver that allows for an adjustment if the gross income drops into a lower tier. So that's something that's specific in the selection notice that's different from the operations notice. So you would provide another safe harbor waiver in the MTW Supplement or the activity 3.a and 3. on exempt alternative reexaminations.

Under stepped rent, you'll also need to provide a safe harbor waiver, but it's slightly different than the one for tiered rent. So again, it's the same safe harbor of that, instead of adjusting gross income that falls by 10 percent or more, you would need to provide a safe harbor waiver that allows for adjusting if rent burden exceeds 40 percent. So that is, again, something that's in the selection notice. It is a slightly different than what's in the MTW operations notice.

So both groups will be submitting safe harbor waiver requests under this MTW waiver three alternative reexaminations activities 3.a and 3.b. Next slide.

So now that we've gone over the waivers and associated activities that you'll need to include in your MTW Supplement that are associated with your rent policies, we wanted to go over those few activities that are restricted for tiered and stepped rent cohort PHAs that were found in the selection notice.

So again, we'd like to remind you that these are only restricted for the term of the evaluation, and the reason is because the -- our evaluation partners and the Research Advisory Committee found that these -- the list of these activities had the potential to compromise HUD's ability to evaluate the different rent policies. And so, it was important that we restrict these activities for PHAs participating in this specific cohort. So it's only for the duration of the evaluation, and once that's over, then you would have access to all of these activities as any other MTW expansion agency would.

So I'll go over those quickly now. We have two categories, waivers and activities that are not available and waivers and activities that could possibly be available if you interact and work with HUD a little bit.

So the first two categories here on the -- that are not available, you'll see are tenant rent policies and reexaminations. And I just went over two slides telling you that you need to propose those. So of course, we recognize that you you'll need to provide waivers and activities associated with tenant rent policies and reexaminations. But this is just to say that, when you do, it has to be in concert with HUD as a part of your rent demonstration, that you can't somehow create a third rent policy that you'll want to implement for another section of your agency.

So you have the two rent policies that are the intervention rent that you're testing as a part of the evaluation and then the standard rent that you'll use for your control group. So that's just to note that there's nothing outside of those that you would use.

The other four waivers are on short-term assistance, term-limited assistance, the increase in elderly age, and work requirements. And, again, those were activities that the Research Advisory Committee felt that would compromise the research on the rent reform policies.

Next, the next column here, we have waivers and activities that would require HUD approval to ensure that there was no significant impact on the evaluation. So these were activities and waivers that HUD felt could possibly interfere with the evaluation, but there's also some ways that agencies could structure them so as to not interfere.

So for these activities, if your agency would like to pursue them, then it would be a good idea to involve HUD early to talk about what your agency is planning to do. And you can work with the evaluators to see if something would be possible.

So for those, we have the self-sufficiency programs activities and waivers, the public housing as an incentive for economic progress, the moving on policy, the deconcentration of poverty and public housing waiver and activity, and the local nontraditional activities.

So that's not to say, again, that you can't do any of those. It's just that you need to work with HUD to make sure what you're doing is not going to impact the evaluation of your rent policy.

So it's not all bad news. We have on the bottom here some waivers and activities that are not mentioned in the selection notice but we actually encourage you to take a look at as a part of your test rent policy because we think that they are -- they could offer some additional efficiency for your agency and work well with the waivers and activities that are mentioned in the selection notice.

So these, you can see, are the alternative utility allowance and the self-certification of assets. You'll notice that the alternative utility allowance, that is in the tenant rent policy waiver. So it is under that first bullet in the first column, but if that alternative utility allowance is a part of your HUD approved alternative rent policy, then we encourage you to take a look at that and incorporate that into your rent policy.

So those are all of the kind of restricted and possibly not restricted waivers that are associated with your cohort. And, again, that's only for the duration of the evaluation. Next slide.

Crystal Mills: A lot of good information. So again, we want to -- hope you absorbed all of that. And if not, if you want clarity or have any questions, we definitely want to open it up to you now for questions about what you just heard.

We do have one question here in the chat from Genina [ph]. Of course, I also encourage you to feel free to come off mute if you feel like you want to expand on the question.

But her question is around timing, and her question is, "Is there any possibility that the PHA might be able to get the supplement approved in order to provide seamless continuation of the COVID waivers that are set to expire at the end of the year?"

It's a good question. And also mentioning that some of the initial MTW colleagues have used their flexibility to extend some of the waivers, like extending periodic HQS inspections that I recall last week.

That was one of the things that Marianne and Jeree actually went over was HQS. So there's a lot of things to take into consideration here because there are a lot of steps prior to submitting your supplement, which is, first, once we have to make sure that we have a signed and executed ACC amendment, you're going to need to consult with your boards. You're going to need to go through the public process and make sure that your community and residents are publicly engaged and are aware of the things that you're trying to do before doing that.

But absolutely, I feel like you're thinking about it in the right way and wanting to make sure that you're continuing to help your residents and your community because right now it's just

unprecedented times. And so, you're thinking about it the right way. Alison, I would ask if you have anything to add here in response to that question.

Alison Christensen: Yeah. I don't know the specific circumstances of that agency, but just to say that, before you could do anything related to MTW, you need to have that signed MTW ACC. So that's really your first step before we're able to permit any sort of MTW flexibility. So that would be, I guess, the first step is to have that fully executed document.

And then, as Crystal said, you'd move forward with your development of the supplement and work with HUD on the timing of that. But if you're trying to line up dates and to make things happen, our field is great, and we've always tried to work to help you achieve what you need for your agency. But the first step before you can do anything is really that ACC.

Crystal Mills: Perfect. Oh, Janice, you have a question that come through in the chat. Janice, do you want to come off of mute and ask this question? I think others would --

Janice: Hello. Yes.

Crystal Mills: Hi.

Janice: I wanted to know if we could have rent waivers for the populations that aren't being evaluated with the rent cohort study. So particularly, elderly and non-elderly disabled.

Alison Christensen: Sure. I can take that one. So the selection notice does not contemplate any rent policies outside of the test rents and of the regular control group rent that you would otherwise use without MTW for flexibility.

So I think as the the kickoff of the rent goes, we want agencies to really focus on getting their test rent policies in place. We will bring that back as something we know agencies will likely want to kind of expand to get some of those rent efficiencies for the other populations that are not affected by the study. So we will take that back as a question to consider.

The selection notice might not contemplate it, but, again, because we want you to focus on the rent policy that's a part of the evaluation, but we'll definitely take that back to consider.

Janice: Thank you.

Crystal Mills: Thank you. Great question. I see another question here in the chat from Lindsay.

It says, "Can you give an example of the alternative utility allowance, which is 1.i and 1.j?"

Alison Christensen: Sure. Great. I know, Paul, you've thought a lot about these utility allowances as they relate to the rent policy. So I might kick that over. Paul Joice is our main policy expert in our Office of Policy Research -- Policy Development and Research. Got all the - PD and R is what we call it. So get all the letters in there. So we have him with us today to talk

about any intersections with the evaluation. So Paul, I don't know if you have any response to that.

Paul Joice: Sure. Yeah. So we -- HUD has already done a rent reform demonstration, which has been alluded to in some of our conversations. And MBRC, the contractor that is working with us on this study, also managed that rent reform demonstration with four existing MTW PHAs. And in that study, they designed a simplified utility allowance that was implemented by all four of those rent reform PHAs.

I would not be the best person to talk through the details of how that simplified utility allowance differs from the standard approach. Basically, it's the utility allowance is set based on unit size with some adjustments for different types of utility. And as I understand it, that's simpler than what you all usually use. And the MBRC is, as you all know, about to start working with you all closely and would be able to provide more guidance about that policy.

Crystal Mills: Thank you, Alison and Paul, as always. Thank you so much. All right. Okay. I'm still going to leave it open for a second for questions, if you want to come off me. Also, if you have any questions, feel free to put it in the chat here. We are here to help.

Okay. All right. Great. So we will go on to the next slide, please, Laura, if there are no more questions. And I think it's a good time because there was a lot of information that we went over.

So we are going to now take a 10-minute break, and we've gone over a lot of great content, and I think it's a good time to stretch your legs, grab some water, just take a second to digest everything that you just heard. And when we come back, we will hear from Wendalyn to take us on our live walkthrough of the MTW Supplement's online forum. So we'll see you soon, everybody.

Wendalyn Hovendick: Hello, everybody, I am Wendalyn Hovendick, management information specialist in the Moving to Work Office, and today we're going to see a demonstration of the MTW Supplement online web-based tool. And so, I'm going to go ahead and bring that up here so you can see it.

Now, first thing I want to do before we get into the nitty gritty details of the system is I want to show you some resources that are going to be really handy to you as you're working in the MTW Supplement system and even right before that as you need to get access to it and whatnot, because as cohort 2 agencies, you don't yet have access to the system. That's going to be coming soon. And so be on the lookout for an e-mail from the MTW Supplement mailbox from me, and we'll be working through the process to get you access.

This job aid that's posted here on this MTW Supplement webpage that's brand new. will give you the nitty gritty behind how to fill out the access request form, your first-time log-in, all of that stuff that you're going to need to know. And that's this first job aid that's linked here. The link to this particular page will actually be on the slides we go through here at the end. So that'll be coming your way.

And another resource here is there's a second job aid that actually will go through even more detail than I'm going to be able to do today about the system because there's things in the system that are little things. It's great for you to know, but maybe we don't have time to go over today and -- or maybe you'll forget because, quite frankly, sometimes I forget what I had for dinner yesterday. So this will help jog your memory as you're working in there, whether it be creating a form or opening a previously submitted form or whatever the case may be. So you'll have that job aid handy as screen prints and whatnot for you.

And then, finally, there is a known issues document. So while we wish the system was perfect, since nothing in this life is, I have made sure that we've documented the known issues in the system, and that document will be updated as time goes on, as things are fixed, or if we identify new issues or whatnot.

And so, a couple of our final tools on this page that will be really helpful are the complete -- the MTW Supplement Reference Guide that was sent out to you via e-mail. If you lose the e-mail or if it's like our internal e-mail here at HUD, it gets archived after 60 days. So you may not be able to find it. That is linked here. And then, finally, something that you really should keep handy as you're working on your MTW Supplement is the MTW Supplement to the annual PHA plan form, the OMB approved form.

So you'll find that document here, as well as two of the pages that are inside of that document, which is the MTW certifications of compliance. And so, in order to make it a little easier for you to be able to print those two pages and there's a couple fields that are fillable, we make sure those had fillable forms, and then you'll be able to print it out, do the signature, scan it, and save it to your computer so you can upload it in the system.

So we'll go ahead and go over here to the system real quick. And so, one thing I want to say is that some of the tiles or buttons that you see here on my screen, you probably will not see because I'm in a testing environment. So I can show you stuff that normally a HUD user doesn't have access to.

The icons that most likely you're going to see are these three here in the middle. So the first one you're going to click on in order to create a new form is this Create New MTW Supplement Form. Okay. So this contains the definitions that you see at the beginning of the MTW Supplement. So it's good to just review those, have them fresh in your mind, although they probably already will be because, as I mentioned, it's good to have the MTW Supplement handy as you're planning out your supplement.

So now, we're going to go to the first couple sections of the forum, which is the PHA information. And most of this information will be prefilled based on your agency's information, and your agency is assigned to you as a user. The only things you'll need to complete are the supplement fiscal year, which ties in with your fiscal year beginning.

So on my screen it's blank right now, but if you're a fiscal year beginning is July 1st and you're submitting your supplement for July 1st, 2021, you would select 2021 from the dropdown box. And then for this first mission, it's going to be an annual submission.

Now, in the future, if you have to amend your submission after it's approved, or in future years, if you have to do the same thing, it would be an amended annual submission. But for now, I'm going to go ahead and choose annual submission.

And so, now, section B is your narrative. So this is where you tell HUD your description of how you're going to further the statutory objectives in the upcoming fiscal year and whatnot. So the little description from the MTW Supplement form is here above the text box. One thing I will say is that with these text boxes in the system, especially ones like this that are a little bigger, it's good to go ahead and maybe draft that language in a Word document or Windows Notepad, and then you can copy and paste it into the text field here in the system.

Just keep in mind that you want to make sure you're not using a bunch of formatting. If you make things bold, that won't carry forward. I have seen when people try to make it like a bulleted list, that the bullets will come over. But if they're really fancy bullets, which you probably know what I mean -- some look like little arrows and whatnot, not just little circles -- sometimes those can cause issues. So just make sure, as much as possible, that it's text that's coming over so that you don't have any issues.

I will say that the MTW Supplement form, the PDF file I mentioned before, there's a few places in that form where, as you're looking at doing your planning, you may see there's some fillable fields on there. I don't suggest that you try to fill out anything in there and copy it over into the system just because we've seen some problems with that here recently. And so, Word and Windows Notepad are probably your best options.

So I'm just going to put some dummy text in here just so I can keep going. I will say I wouldn't have had to do that, but I'm just trying to fill things in as we go along.

And one thing I want to mention here, when we get to this screen, which is what we call the section C screener, is that you really need to wait a minute or so, at least 30 seconds in order to let a page like this load because this page is pretty long and because the amount of data in these dropdown boxes and whatnot, you really need to make sure that you let everything load. Otherwise, when you click on the dropdown box, it's not going to show you anything.

So because we're talking about tiered rent today and Alison discussed some of those details a little bit ago, I'm going to go ahead and choose tiered rent, which is C1.a, and because this is our very first supplement, I'm going to choose plan to implement and the submission year.

Now, if this was a subsequent year and you'd already been implementing it, you might go ahead and select currently implementing or one of these other options. This final option says, not currently implemented. That option, you can choose it if you want, but the system is fine if you just leave it as the default of select. So there may come a time as we continue to develop the system that we'll need to tell you that you have to choose that choice, but for now, if you don't, because there's a lot of these activities, you will be okay.

And the other thing I want to mention here real quick is for a lot of these, you have both a public housing option and then an HCV option. And because I've already selected the public housing option, the HCV option would just show you basically the same particular questions to answer. I'm not going to select that, but if you were a combined agency, which I think most of you are, and you were going to implement this activity for both of your programs, you would go ahead and select both of these.

So I'm just going to scroll down this page here, and you can kind of get a look at how it looks as I'm scrolling. Now, I'm going to go and click on next to continue.

Okay. So now, we are to this specific activity we've chosen, in this case, C1.a, which is tiered rent. Now, a couple things I'll mention here. This particular page is referred to as the core questions. So if you look at the MTW Supplement form, you'll notice that there are certain questions at the beginning that are labeled core questions, and those questions appear for just about every waiver and activity from 1 all the way through 17 in the MTW Supplement. And so, you'll get used to seeing these as you go along and are completing your form.

So the other thing that I wanted to mention now is the different field types. So you've seen the dropdown boxes where you can select one item. You've seen the text fields. And so, now, I want to show you a new kind of what we call pick lists, which are sometimes called dropdowns. And this particular one, you can select multiple items.

And so, for instance, if more than one of these items was applicable, you can check more than one of them. You could check all three, if you wanted to. And so, now, in order to get out of this multiple pick list, you're going to find a white area and you're going to single click in that white area and that's what will close that dropdown where you could select multiple items.

And so, here, again, this is another one where you can choose multiple items. And I'm just going to choose one. I'm not saying that this is the right answer. I'm just choosing one to show you how we select these items. Now, if you select that this is applicable to all assisted households, you won't get asked anything else.

But you can see what it would look like, I'm going to go ahead and select that it's applicable to a subset or subsets of assisted households. And so, from here, you can select new admission, currently assisted, or new admission and currently assisted.

And then for the family types, you can either say all or selected family types. I'm going to say selected so I can show this to you. So you can select multiple items. Again, this is one of those multiple-choice pick lists. So you could say elderly and disabled, or you could say elderly and other. If I choose other, there's this box here where I can type what the other household type is, what the other population is that it's applicable to.

Now, I will say I'm going to uncheck there just to show you. That box right now, this is kind of a glitch, but it's not listed as a known issue because it's something you can work around. If you don't select other, you can just leave this blank.

And then, does the MTW activity apply to all public housing developments? You can say it applies to all or just some. Now, if you say it's applicable to some, what we need you to do is give us the IMS/PIC development number that it's applicable to. So in this example, I'm just going to type a fake development number here, so you can see. If there was more than one, you could separate them by commas. But it's an 11-character development number we can tie back to IMS/PIC.

We want to discourage giving us the development name, because, as you may have seen in IMS/PIC, sometimes the development names are the same as what you might call it. Maybe it's not. There's various reasons for that. So one thing we all universally can understand is those 11-character development numbers.

And then finally, the last of this section of core questions, based on the previous fiscal year goals listed in the activity's previous fiscal year narrative, provide description, et cetera.

Because this is your first year, it's okay to go ahead and put N/A. In a future development of the system, we're going to try to get this in sync with that section three screener a little bit more.

Okay. So next, and this is really important in this particular example. As we were talking about earlier, those of you in the cohort 2 group that are implementing tiered rent, you'll need to submit a safe harbor waiver request. And so, this is where that would happen that you're going to tell us, yes. I have a safe harbor waiver request.

And then the next question is, what's the status? And you're going to say that you're submitting it for a review as part of this particular supplement submission. Now, if this was a future year after this and it was already approved, you would say it's already approved. And I'm going to select the first response here, and I'm going to click on next.

Okay. So this particular page here is what we would call the custom questions, and so, each activity in the supplement, for the most part, will have some custom questions. There's a few that don't, but by and large, there will be at least one custom question for each activity. And that custom question is only applicable to that specific activity.

Now, if it's like this where tiered rent has both a public housing and an HCV option, you would see these same custom questions for the HCV option, if you had chosen that in the screener.

So this first custom question here, please describe how the income bands are structured. So this is where you're going to give us a description of how you've structured your income bands.

And then down here in this next part right under that is where you're going to upload your tiered rent policy table that shows what your specific income bands are. So there's a couple of ways to do this.

One way is with this button that says, upload files, and right next to you see it says, or drop files. And so, I'll show you both, but, by and large, most people are probably going to find the easiest to do the upload files option because I'm not saying you need to be a geek to do the drop files

option, but it does take a little bit of dexterity and a little bit of getting used to. One of my coworkers does tell me that's something that, if you're using a Mac, that you might be used to. So there is that.

But one thing I also want to mention here is you see this file description box. The only time you have to fill in this file description box is if you are filling out section E, which is the agency-specific waiver section. Other than that, it's optional and, quite frankly, really, it's not going to add any value to your submission to fill it in.

And so, I'm going to go ahead here and click on upload files, and you're going to navigate on your computer to where your particular files are. And I found one, and as soon as it's done uploading, you see a little green checkmark and you can click on done. And now, you see that this file appears down here kind of to the left and below where it says, upload files.

Now, one thing I want to point out is, if your mouse has a case of gremlins and you figure out that you double clicked on the wrong file name or something and you need to delete the file, you can click on this little trash can icon. And up here you'll see a notification that asks you if you want to delete it. Now, I'm going to go ahead and do that right now because I want to show you how to do the drag and drop.

So I'm going to go to my start menu and find the little documents icon here so I can open Windows File Explorer, and I'm going to find my file. And one thing I'm going to do is you notice I single clicked on it so it's highlighted. And now, I'm going to click on it. I'm going to hold my left mouse button down and I'm going to drag it and I'm going to keep dragging until I get down over my Google Chrome icon.

And then once Google Chrome, -- in my case, Chrome, you can use Edge or Firefox or Safari as well. Do not use Internet Explorer. It's not supported. I should mention that earlier -- and then I'm going to take this file, and as soon as I see this blue outline of this box, I'm going to release my mouse button. And you'll see the same type of window with the green checkbox, and you can click done. And then you'll see the file listed down here. So those are the two options you have for uploading a file.

And then down here, there is this question underneath here for, what is the income basis for assigning households to income bands? Now, as we were talking about earlier, this is where you're going to choose, this activity uses a different definition of income because we're using the following MTW waivers. And so, I'm going to click that option.

And then it says, check all that apply. And there's three options, and so in this particular case, you probably remember earlier we discussed 1.r and 1.s elimination of deductions. So I'm going to click on that. This is a multiple pick list box, but in this particular case, I'm just going to click on this option because, as we discussed, in your particular case for the tiered rent study, that's the one we need to choose. And so, I'm going to click on next.

Now, one thing I want to mention is, when you click on next in this case -- and I only selected one activity, so, it took me to section D, but if I had selected multiple activities in the section C

screeners, one of the keys for saving information in the MTW Supplement is that you either leave a section, or in the case of section C, that you've answered both the core questions and the custom questions for a particular activity.

So at this point, what I just did for that activity are saved. If I had selected two activities, once I had left that activity and had seen my next activity, it would have saved what I just put in. So I did want to mention that.

And so, now, we are here where it talks about safe harbor waivers, and this is where we get into the nitty gritty of that. And so, you remember before we said that we do have a safe harbor waiver. So from this particular dropdown box, we're going to choose, yes, because we're submitting the request this year. And here, again, you have another upload box. And so, I'm going to click on upload files. I'm going to find one of my little dummy files here in my case, and then you're going to click on done.

And so, I've got my file uploaded here, and that's all you do on this screen is upload your file that contains the information that's required for the safe harbor waiver. I will say I'm going to -- and I'm going to go here -- over here to my MTW Supplement and I want to go down here to section D and I want to show you what specifically that you need to -- oops. Went a little too far. Okay. Here we go.

So right here -- and I'll make this a little bigger -- this is the information you need to include in your safe harbor waiver request is A through G. And so, it's in this paragraph right here. We are going to try to get that text put back in the system in one of the next releases. But for now, you can find it here on the OMB form of what you need to include in that safe harbor waiver request. And so, I'm going to go ahead and click on next.

Okay. So this took us to section E, the safe -- or the agency-specific waivers. And so, on this particular page, as you can see the text that's in the supplement is on here that kind of tells you what you need to include and what not. So it's asking if you're going to submit an agency-specific waiver this year.

So if the answer to that is yes, then you would go ahead and select yes. If not, you can select no. I'm just going to select yes so I can show you what it looks like here and also so I can demonstrate for you what I mentioned earlier, which is this file description.

And so, I'm going to just type in here just something short and sweet. What this is is it's actually supposed to be a title for this specific agency-specific waiver request. So if you're requesting an agency -specific waiver for some sort of rent policy or whatever the case may be, you would type tiered rent or some short title because it's used in subsequent years down here for E2 for your agency-specific waiver requests that are already approved and you're reporting on in subsequent years.

And you'll notice that that particular file description also then appears down here underneath -- whoops. There we go -- underneath the -- when I tried to highlight the text so you could see it because it's kind of small down here, but it says, this is my request, just like I typed up here.

Now, if you need to do a second agency-specific waiver request, you would type a different title, and you would upload that file. And you see it says request two. So like I said, that's your title for your agency-specific waiver request.

Now, do you have any approved ones? No, because this is your first year. So I'm going to click next.

Now, one thing I'm going to show you really quick, because this is a good area of the form for me to show it to you, you've probably noticed this previous button and this previous button will take you back to a previous part of the form. You won't see this previous button on every page of the system -- of the form because of how much information is in section C, you won't always see it. It's more useful when you're going between E and you want to go back to D or F and you want to go back to E and whatnot.

So if I click on it here, you'll see that it took me back to E and that my information was saved.

And so, now, we are on section F. We're getting there. We're a little more than halfway through the form, maybe even a little bit more.

So this is where you're going to report your operating subsidy reserves. And so, you get more information about this in the instructions part of the MTW Supplement form, the OMB form. This first year, you're probably only going to have one year to report on, which would be 2021 because you start reporting with your first year that you're an MTW. So you don't have to go back in the past.

And then you're going to enter the authorized amount. If you can't see the whole column hanging, just put your mouse over it, and it will show it to you. And then the amount dispersed, and then you'll enter the remaining amount not yet dispersed. And then you're going to go ahead and enter the deadline.

Now, you do have this little calendar icon that you can click on, but probably what's more helpful than that is to just type, and I believe it's 2029. I believe it's eight years after the grant year. So I just type that in because my finger would probably fall asleep if I tried to navigate through that calendar too much. So I'm going to go ahead and click on next.

Section G, this is your -- the MTW statutory requirements. Now, you really need to pay close attention to this section because G1, G3, and G4, you'll see that they say a local nontraditional. So if you don't have a local nontraditional program, you're not going to have to report on those.

You can -- in this first year, we don't have any validations in place that would restrict you leaving a blank. Otherwise, you can just enter zeros in these boxes. And if I had entered a figure, it would actually re-total it.

Now, the one thing everybody is going to have to fill in is the information about the reasonable rent policy. So if you've got a reasonable rent policy already established, you're going to select yes. And that -- that's it. You don't have to answer anything else. If you don't, then when you select no, you're going to get a text box where you need to explain when is that going to happen and what not.

One other thing I'll mention about local nontraditional here in G3 is, if you were starting to enter any of this information, you have the first couple of boxes that you enter a numeric value in, but then in order to provide the details in this section, you always have to click on this button here to add information about the development that it's applicable to.

And G4, you're going to enter numeric values in here as well, and it will re-total it down here at the bottom. One other thing I'll mention is one thing we're looking at in future years is trying to tie this to if you select any of the activities in G -- in C17, which is the local nontraditional activities. So as more things are developed in the system, we'll communicate those things and whatnot. Our goal is to continue to refine things here so it's a little easier as it comes for reporting.

Now, G5 is the other one that is applicable to everybody, no matter if you have a local nontraditional program or not. But as it says here on the screen, this is actually covered in the MTW certifications that compliance. And so, when you complete that, sign it, and upload it in section J, you'll actually also basically be answering this particular item. So there's no response you actually have to provide.

All right. Section H is really important because this is where you're going to give us the details about your public comments that you received. And so, like I've showed you before, you're going to upload a file, or if it's more than one file, you upload more than one file that contains the public comments. You can upload multiple files if you need to.

And then you're going to upload your analysis of those comments. And then, finally, if you had additional public hearings for an agency-specific and/or safe harbor waiver, you're either going to select yes, no, or, if you didn't have any agency-specific or safe harbor waivers, it could be N/A. But as we talked about before, like for tiered rent, we know you're going to have something. So if you do select yes, there, again, it's a file that you'll upload with those specific comments.

All right. Getting in the homestretch. So section I has to do with evaluations of your agency or policies. So given that this is the very first year, your very first supplement, probably this is not going to be applicable and you would choose no. But, if by some chance it is applicable, then you're going to go ahead and say yes, and then you'll click this button that'll give you a table that you'll populate the information in. You'll give a short description, evaluator name, contact information, the time period covered, and if there's any reports available.

And last but certainly not least, is section J, the MTW certifications and compliance. So this is where you're going to upload your certification. Most likely, it's going to be a PDF file since it's signed. And so, you'll upload that here. And so, that'll show up.

Now, one thing I want to mention at this point is one of the common questions we get is, you get to the end of the form here. You don't have the certifications of compliance to upload yet. You need to do your public hearing. How do you get a copy of the supplement out of here to be able to post along with your annual PHA plan for your public hearing? So I'll show that to you.

Before I do, though, I just want to show you one little neat thing here. When you click on the submit button, it does prompt you, are you sure you really want to do this? And so, I'm going to say cancel because I don't want to, but I'm going to go and show you actually how you can download the form into a PDF file so that you'll be able to see it.

You'll notice that right now, there's no option for us to do that because we've gone straight through the form, and this is our initial creation of the form. And so, unfortunately, there's not the option to do that then, but if I click on home here in the upper left-hand corner and go back to the main page and click on open existing MTW Supplement forms, and so, this is -- this -- that particular button is always how, if you started a form and let's say you got through two of your three activities and it's time to go to lunch and you log out of the system or something happens, you get logged out because it times out, whatever, whatever has been saved, you'll be able to come back in and actually open that form.

Now, if you have a form you've been working with, you may see it listed here. The more useful view is, if I click this little arrow next to where it says recently viewed and choose all, you're actually going to see the creation date, who created it, and when it was last modified. And so, those are really handy in case maybe somebody else in your housing authority has also been working on the form and you're going to go in and put in some stuff.

The other thing is is you can see the status. So if you were wondering, okay. I submitted it. Has HUD approved it yet or what, that status can be helpful.

So I'm going to go ahead and click on the form number to open it back up. And now, we also see here in the upper right-hand corner, there's a generate PDF button, and that's how you actually would generate the PDF file that you can use to review to make sure you filled in everything the way you wanted to or for your public hearing or whatever the case may be.

So this prop tells you that it's submitted the request, and you're going to click on finish. And then there's a tab over here on the left that says related. And so, this particular page shows you any files you've uploaded and also any PDF files you've asked the system to generate.

Now, depending on how much content is in your supplement form, it may take a minute even after the supplement is generated for it to show up. It will show up, but if you try to open it, it may only show part of the form. So that's why I'm sitting here for a second waiting just in case, although if that happens to you, just close it, wait another second, and come back and click on your little red PDF icon here. And most likely, you would see the whole form that time.

So this opens in a new tab. And so, this shows you all of the information that you put into your MTW supplement.

Now, one question we've gotten is sometimes people aren't sure what questions on the form some of the information they see here lines up to. For instance, when you see N/A right here that just highlighted, that's where actually having the MTW Supplement form is really handy because then you can kind of look and see what question should be next. We were trying to not overburden the downloadable PDF with all of the instructions and text of questions and whatnot.

So this is the PDF file you can -- depending on your browser, here in Chrome, there's a download button. I can download it to my computer. You could also print it from here, but most likely, you're going to download it. So if you close that window or that tab, I mean, it takes you back here to the main system, and from there you would be able to go back over here to the form, go back to the main page, or you could log out, if you were done.

So that is is the crux of this system. And like I said, there's some details that I didn't go over as far as tips that are in the job aid, as well as the details for everything I went over here. And so, please do take a look at that. I do recommend you access it from the webpage. That way you're getting it -- the most recent version each time you look at it.

If that's not possible, at least periodically, go make sure that you have the most recent version. There's usually going to be a date on the front page. And then as the job aid is updated over time, I'll probably make sure that there's a section in there that says what updates have been made to it since the last time it was posted.

All right. So we'll go ahead and go back to our slides here. So we wanted to let you know what resources you have available to use as you're preparing your MTW Supplement.

Now, like we mentioned before, the operations notice is your compass that can guide you along the way. So there's the official version in the Federal Register as well as the user-friendly PDF. And then you've also got your selection notice for your cohort, and that's kind of your your map to use that compass with. Definitely, keep the two available on your desk as you're working on the supplement. Definitely, have the operations notice, your selection notice, and the OMB approved supplement form.

And then we've got the MTW website. If you go there, there's a link to our MTW expansion page. On the expansion page is some other links that you'll find handy, like some FAWs for a couple different things and whatnot. Next slide.

And so, continuing with our resources, there is the expansion page that you've probably gone to several times already in HUD Exchange. There's also this brand new MTW Supplement webpage that I showed you. And then also, there's your training resources and the recordings for the webinars that we've done both a couple of weeks ago for part one of the MTW Supplement but also the other onboarding webinars. Next slide.

Okay. So at this point, we're almost done with training. Possibly, there could be an IMS/PIC modernization training coming up, date to be determined. We're still working on figuring out some of the details of that. And next slide.

And most of all, thank you to everybody for coming to these onboarding trainings and being a partner with us. We hope that you have learned a lot along the way, and congratulations for making it through these onboarding trainings for cohort 2.

And if you have questions, you know how to reach us with the cohort 2 mailbox and also with your desk officers and your field office contacts in the field office as well. So thank you for joining us today.

(END)