





HUD Moving to Work Expansion Training

Landlord Incentives Cohort Onboarding
The MTW Supplement – Tips for Success
May 4, 2022

Today's Agenda

- Welcome
- Overview of preparations for submitting the MTW Supplement
 - Reminder of requirements
 - Tips and Tricks to avoid common issues 
 - Resources to assist
 - Information about required attachments 
- MTW Online Form Submission
- HUD Approval Process

MTW Supplement Reminders

- Submit the MTW Supplement annually, even when PHA Plan is not required annually
- Submit 75+ days prior to the start of the agency's fiscal year.
- Before implementing activities:
 - Wait for HUD approval!
 - Approval for Agency-Specific and Safe-Harbor Waivers may come later
 - Update the ACOP/Admin Plan

MTW Supplement Resources: MTW Operations Notice


- ➔ [Section 7\(a\)\(ii\): MTW Supplement to the Annual PHA Plan](#)
- ➔ [Appendix I: Waivers, Associated Activities and Safe Harbor\(s\)](#)
- ➔ [Appendix II: Requirements for Safe Harbors: Impact Analysis/Hardship Policies](#)



Remember: The MTW Operations Notice is your FIRST resource! Refer to it early and often!

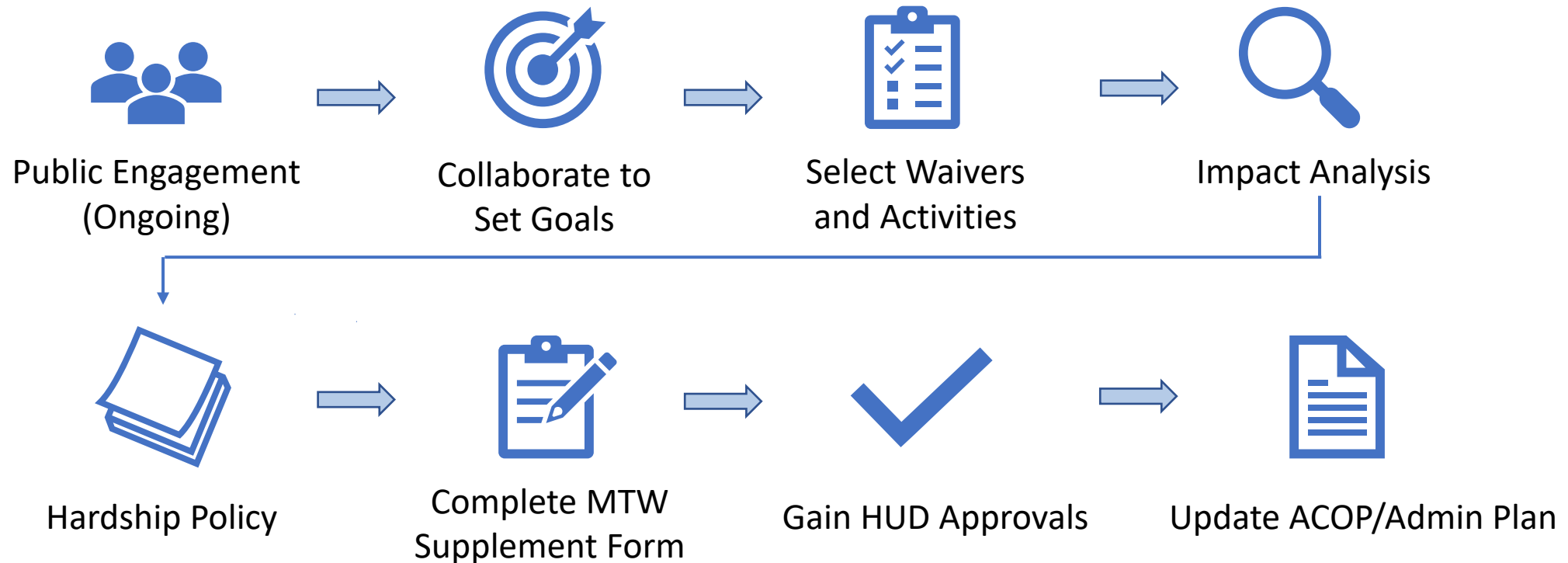


Additional MTW Supplement Resources

- [Landlord Incentives Cohort Selection Notice](#)
 - Landlord Incentive MTW Activities (Section 3)
 - Cohort-Specific MTW Waivers and Activities (Section 3)
 - Restrictions (Section 3.D)
-  One-stop shop for official MTW Supplement-related links: [MTW Supplement Page on HUD.gov](#)



MTW Supplement Process



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Public Engagement



- Involve Resident Advisory Boards (RABs) or Tenant Association
- Hold resident/participant meetings
- Make PHA Plan and MTW Supplement available for review simultaneously
- Have draft MTW Supplement and supporting documentation (i.e., Impact Analysis and Hardship Policies) available for public review prior to Public Hearing
- Publish Notice 45 days prior to Public Hearing
- Use the [HUD-50075-MTW OMB approved form](#) in your planning
 - Don't try to use the online system as a planning tool
 - Draft narratives in Word and gather all supporting documentation prior to beginning MTW Supplement online

[Getting Stakeholder Buy-In](#)



Public Engagement



Keep careful track of all public comments so you can develop:

- A document that lists the public comments received
- A document analyzing the comments and describing the decisions the agency made in response to the comments.



Remember: The MTW Public Engagement process requires specific steps and timing. Plan carefully to meet the timelines, and keep excellent records to facilitate the process of developing supporting documents for your MTW Supplement



Envision Activities

Activity Selection Resources

- [Activity Selection and Implementation Process \(interactive training\)](#)
- [Activity Selection: Five Tips for Getting Started \(how-to video\)](#)



Remember: not all activities require waivers!



Select Waivers



- Based on goals and desired activities:
 - Select from MTW Waivers when possible:
 - MTW Operations Notice Appendix I
 - [Official Version](#)
 - [Reader Friendly Version](#)
 - Landlord Incentives Cohort [Selection Notice](#)
 - Search MTW Waivers easily in the MTW Online Training
 - [List of All Available MTW Waivers - HUD Exchange](#)
 - Take good note of required safe harbors!
 - Request Agency-Specific or Safe Harbor Waivers if needed.
 - [Safe Harbor and Agency-Specific Waiver Request Process](#)



! Tips for Writing Strong MTW Supplement Narratives

Before		After
Nothing measurable	➡	Includes times, dates, anticipated impacts in measurable form
No connection to MTW Objectives	➡	Explicit statement of MTW Objectives
Activities and waivers not linked to a goal	➡	Activities and waivers framed around achieving a goal
Assertions without substantiation (e.g., “There is no impact”)	➡	Assertions backed up with logical analysis explaining “how we know”
No evidence of understanding associated requirements	➡	Clear acknowledgement of the need for addressing requirements such as safe harbors, Hardship Policies





Example: Writing Waiver-Specific Narratives

Before

- The triennial reexamination schedule will incentivize families to work, and result in cost savings for AHA.





Example: Writing Waiver-Specific Narratives

After

- A triennial reexamination schedule will incentivize families to increase their earned income between reexaminations, **as they will get to keep 100% of their additional earnings until their next reexamination**. This supports the **statutory objective of cost effectiveness**.
- Triennial exams are anticipated to **decrease the staff time required to complete annual and interim reexaminations**. This supports the **statutory objective of reducing costs**.



Preparing an Impact Analysis

- Why perform an Impact Analysis?
 - Helps assess how effective an activity is (or will be) and helps identify any unintended consequences or hardships likely to affect assisted households.
- How to Use Results
 - Revise activities to prevent negative impacts
 - Add Hardship Policies in case of negative impact
 - Submit as attachment to MTW Supplement!
- Resources
 - MTW Operations Notice
 - [How to Approach an MTW Impact Analysis](#)
 - [Impact Analysis & Hardship Policies Webinar](#)



Remember: Impact Analysis must be completed BEFORE Public Hearing notice published.

! Example: Writing an Impact Analysis

Before

- PHA staff will spend only one-third the amount of time processing reexaminations, which will result in a substantial cost savings. There will not be any impact on households from this administrative change.





Example: Writing an Impact Analysis

After

1. Impact on agency's finances

AHA anticipates a decrease in expenses due to **decreased staff time spent verifying income, assets, and deductions as part of processing annual reexaminations**. However, **that decrease will be moderated by the need to process hardship exemptions for some families**. AHA estimates a savings of **\$50,000 annually in staff time** due to these activities. **AHA expects to see a decrease in per-family contribution due to delayed "triennial" rent increases. AHA estimates a cost of \$20,000 annually due to delayed rent increases.**

2. Impact on affordability of housing costs for affected families

AHA anticipates that housing costs will be more affordable until the next triennial reexamination for families whose incomes increase.





Example: Writing an Impact Analysis

After

3. Impact on agency's waitlist(s)



No anticipated impact. Although fewer families may transition from assistance in the time between triennial reviews vs annual reviews, **this population tends to be relatively stable in their need for ongoing assistance** and AHA projects that any impact would be minimal.

4. Impact on agency's termination rate of families

AHA anticipates that households **may receive fewer termination notices for noncompliance with required documentation.**



Developing Hardship Policies

- Why develop a Hardship Policy?
 - Required safe harbor
 - Impact Analysis identifies potential hardships
-  General policy may cover multiple activities, but:
 - Tailor to the hardships identified
 - Do not parrot the Operations Notice
- You can find a [Sample Hardship Policy](#) in the online manual
-  Submit as attachment to the MTW Supplement

 **Remember:** Hardship Policies must be completed BEFORE Public Hearing notice is published.



Example: Writing a Hardship Policy

Before

- We will follow our existing policy of allowing families to ask for a hardship rent.





Example: Writing a Hardship Policy

After

- If the family experiences a decrease in income, change of circumstances or increase in expenses that would make it difficult to pay its share of the rent, the family can request a hardship rent. The hardship rent will be provided for up to 12 months and if the hardship persists, the family can request one or more renewals, up until their next triennial reexamination.



Questions?



10 Minute Break



Mentimeter Poll



MTW Supplement: Preparing for Submission

C.4	Landlord Leasing Incentives	
4.a., 4.b., 4.c. - Vacancy Loss, Damage Claims, and Other Landlord Incentives (HCV)	Input options and instructions (The same custom questions are asked for each of these activities.)	
Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)	<input type="checkbox"/> To all units [No follow-up questions] <input type="checkbox"/> Certain types of units only [if checked, there are follow up questions]: What types of units does this policy apply to? <input type="checkbox"/> Accessible units <input type="checkbox"/> Units in particular types of areas or neighborhoods [if checked]: Please describe these areas briefly: [Text box] <input type="checkbox"/> Units/landlords new to the HCV program <input type="checkbox"/> Other [if checked]: Please describe briefly [Text box]	
What is the maximum payment that can be made to a landlord under this policy?	[Text box]	
How many payments were issued under this policy in the most recently completed PHA fiscal year?	___ [number of payments]	
What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?	\$ _____	

[MTW Supplement to the Annual PHA Plan \(PDF form\)](#)



MTW Supplement: Preparing for Submission

Suggested process

Walk through the sections of the PDF form

Gather input from colleagues as needed

Draft text in Word document; paste into Online MTW Supplement Form

Gather your supporting documentation



Remember: Use HUD-50075-MTW OMB approved form in your planning before beginning to complete the MTW Supplement online!



MTW Supplement Preparing for Submission



- **Attachments will include:**

- Impact Analysis
- Hardship Policies
- Safe Harbor and/or Agency-Specific Waiver requests
- Public comment file
- Public comment analysis and decisions file
- [MTW Certification of Compliance](#)



- **Naming convention:** PHA Code | Fiscal Year (FY) | Short Name

- *CA789FY21RentHardship (for a rent hardship policy)*
- *CA789FY21ImpactAnalysis (for an Impact Analysis)*



MTW Supplement: Preparing for Submission

- Instructions for the MTW Supplement are at the ***end of the HUD-50075-MTW OMB approved form of the MTW Supplement!***



- Get hints from the [Completing the MTW Supplement - Reference Guide](#)

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. This text box is plain text, so Word formatting won't transfer over.
Do the same for all the other types of narrative text boxes.

4



MTW Supplement – Online Form Tips



Request access once form is drafted and supporting documents prepared



Limit staff that will actively use the system – up to five users per PHA



PHA Executive Director must be the one to submit access requests after looking at the information in the [MTW Supplement Web-Based Form System Job Aid](#) for PHA Users on the MTW Supplement page.

MTW Supplement – Online Form Tips



A. PHA Information

A1.

PHA Name
Fayetteville Housing Authority

PHA Code
AR097

PHA Program Type
Combined

MTW Cohort Number
2

MTW Supplement for PHA Fiscal Year Beginning
10/1

Year for Supplement Fiscal Year Beginning
--Select--

MTW Supplement Submission Type
--Select--

Input the Fiscal Year Beginning date of the Fiscal Year ***that you want MTW Supplement Activities to begin*** into this field in Section A

MTW Supplement Webpage

Forms

- [MTW Supplement to the Annual PHA Plan](#)
- [MTW Certifications of Compliance](#)

System Guidance

- [MTW Supplement System Job Aid for PHA Users - Information about Getting Started](#)
- [User access request](#)
- [MTW Supplement System Job Aid for PHA Users - How to Use the System](#)
- [Known issues affecting PHA users](#)
- Video demo of online system (coming soon)

Guidance for Completing the MTW Supplement

- [Completing the MTW Supplement - Reference Guide](#)
- FAQ (coming soon)



! Get HUD Approvals

- No use of waivers until approved MTW Supplement is approved.
- HUD will email concerns or corrections.
- PHAs should respond to comments from HUD in a timely manner. Any revisions to the content of the MTW Supplement must be done in the online system.



Submitting Revised MTW Supplement

- To Submit a Revised MTW Supplement:
 - Follow Field office instructions before updating the MTW Supplement in the online system
 - Read the [How to use the System Job Aid](#) for instructions to revise or delete a *file*
 - Read the [Known Issues document](#) to revise or delete an *activity*
- Update Administrative Plan and ACOP, as applicable, prior to implementing the approved waivers/activities



Remember: The online MTW Supplement form is continuing to evolve. In the future you may need to check the MTW Supplement page on HUD.gov to find updated documents.



Questions?



Example Timeline for PHA Plan and MTW Supplement Completion

Action	Jan. 1 FY Start	April 1 FY Start	July 1 FY Start	Oct. 1 FY Start
Begin preparations for developing PHA Plan & MTW Supplement	May	August	November	February
Draft PHA Plan and MTW Supplement for discussion with staff, residents, & community partners	Mid-July	Mid-Oct.	Mid-Jan.	Mid-April
45-day public review period	Mid-Aug.	Mid-Nov.	Mid-Feb.	Mid-May
Public Hearing *	First week of Oct.	First week of Jan.	First week of April	First week of July
PHA Plan & MTW Supplement due **	Mid-Oct.	Mid-Jan.	Mid-April	Mid-July
Update Administrative Plan and Admissions and Continued Occupancy Policy (ACOP)	Upon Approval	Upon Approval	Upon Approval	Upon Approval

* Required # of hearings depends on Safe Harbor or Agency-Specific Waivers are being requested

** Exact due date depends on PHA's fiscal year beginning



! MTW Supplement Timing Take-Aways

- The MTW Supplement submission process will take approximately 6 months, (if all goes smoothly).
- Submission times may be:
 - Concurrent with the Annual PHA Plan
 - As an amendment to an existing Annual PHA Plan.
- To submit an MTW Supplement while an Annual PHA Plan is pending approval with HUD, talk to your Field Office, to avoid confusion about the approval process.



MTW Voices of Experience

- Real-world examples and insights from some of the Initial 39 MTW agencies:
 - [Addressing Challenges when Implementing MTW Waivers](#)
 - [Working with Partners to Support MTW Activities](#)
 - [Assessing and Adjusting MTW Activities](#)
 - [Finding Administrative Efficiencies](#)
 - [Three Examples of Implementing Waivers](#)
- [Involving Residents and the Community \(Training\)](#): Training that includes video clips with insights about the importance of and strategies for resident engagement



Questions?



Upcoming Landlord Incentives Cohort Onboarding Webinars

MTW-50058 MTW Expansion Form Changes	May 25, 2022	2:00 – 4:00 PM EDT
Office Hours	June 8, 2022	2:00 – 4:00 PM EDT

*Note: MTW Office Hours has been moved from May 25th to June 8th. The MTW-50058 Expansion Form Changes webinar will be held on May 25, 2022. Registration coming soon.



Resources

Reference and Training

- [MTW Selection Notice](#)
- [MTW Operations Notice](#)
- [Moving to Work page on HUD.gov](#)
- [Moving to Work Expansion page](#)
- [MTW Expansion Training](#)
- [MTW Expansion Webinars](#)
- [MTW Supplement Webpage](#)
- [MTW Online Manual](#)

Impact Analysis/Hardship Policies

- [How to Approach an MTW Impact Analysis Interactive Training](#)
- [MTW Expansion Training Sample Hardship Policy \(hudexchange.info\)](#)
- [Impact Analysis & Hardship Policies Webinar](#)

MTW System Guidance

- [Getting Started with the MTW Expansion Process and Resources Job Aid](#)
- [MTW Supplement System Job Aid for PHA Users - Information about Getting Started](#)
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- [MTW Certifications of Compliance](#)



Mentimeter Poll



Thank you!

