



Getting Started with the MTW Expansion Process and Resources








General Resources

Start here! Begin by becoming familiar with the general resources, especially the MTW Operations Notice

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- General Resources 2**
- Public Engagement 3
- MTW ACC Amendment 4
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- **MTW Operations Notice (for daily use)** – A reader-friendly version of the MTW Operations Notice. Print this out; refer to it often!



- **Moving to Work Expansion Page (hud.gov)** – A hud.gov page housing comprehensive information about the MTW Expansion, including key resources, announcements, and information about the Expansion cohorts
- **Moving to Work Expansion Page (HUD Exchange)** – A HUD Exchange page with links to training resources and webinars for MTW Expansion agencies
- **MTW Expansion Training** – The MTW online manual on HUD Exchange, which includes user-friendly information from the MTW Operations Notice, interactive trainings, testimonial videos, and knowledge checks



- **Moving to Work Expansion Webinar Series** – Recordings of webinars for MTW Expansion agencies



Public Engagement

- Engage stakeholders early and often
- Solicit input on the challenges you’re trying to solve with MTW
- This process is more robust than your standard public engagement process

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- **Public Process Requirements** – Section 7.a of the MTW Operations Notice, with information about the public process requirements, as related to the MTW Supplement to the Annual PHA Plan



- **Involving Residents and Communities (how-to guidance)** – Strategies for engaging residents and the community in MTW activities



- **Involving Residents and the Community (voices of experience)** – Video with insights about the importance of and strategies for resident engagement
- Insights from Original 39 MTW Agencies (webinar excerpts) – Excerpts from the **MTW Waivers Webinar**, with insights from some of the original MTW agencies on engaging the public in determining what MTW initiatives are right for your agency and residents
 - **Chris Lamberty, Executive Director, Lincoln Housing Authority**
 - **Karen Kreutzberg, MTW & Federal Policy Director, Boulder Housing Partners**
 - **Jennifer Rainwater, Formerly Housing Authority of the County of San Mateo**
- **MTW Expansion Office Hours (webinar excerpt)** – Jennifer Rainwater emphasizes resident and community stakeholder buy-in as a cornerstone of MTW success



- **Involving Residents and Communities (interactive training)** – Strategies for resident engagement using real-world scenarios



MTW ACC Amendment

Submit the MTW ACC Amendment

- Submitting the MTW ACC Amendment is the first step toward officially becoming an MTW agency
- Engage Board and include board resolution when you submit to HUD



- **Sample MTW ACC Amendment Board Resolution (automatic download)** – A sample board resolution your agency can adapt and submit to HUD, along with the MTW ACC Amendment
- **MTW ACC Amendment and Financial Reporting FAQ(s)** – Answers to common questions about the MTW ACC Amendment



- **The MTW ACC Amendment (webinar)** – An overview of the MTW ACC Amendment and review of each of the sections



- **MTW ACC Amendment (form)** – The form you will complete and submit to HUD

MTW ACC Amendment Execution

- Not fully executed until it has been completed and signed by the PHA and countersigned by HUD
- Full execution marks official entry into the MTW Demonstration Program

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MTW Finances

Use MTW Funding Flexibility

- Effective date: first day of the first month after full execution of the MTW ACC Amendment



- **MTW Funding Flexibility and Financial Reporting** – Section 5 of the MTW Operations Notice, with information about using MTW funding flexibility and calculating funding
- **Applying MTW Flexibilities to Special Purpose Vouchers** – Section 9 of the MTW Operations Notice, with information about whether MTW flexibilities can be applied to Special Purpose Vouchers and under what circumstances
- **MTW ACC Amendment and Financial Reporting FAQ(s)** – Answers to common questions about financial reporting



- **Understanding and Using Funding Flexibilities (how-to guidance)** – Details on funding sources that can and cannot be used flexibly; eligible uses; requisitioning, obligating, and expending funds; and requirements for using funding flexibly
- **MTW Funding Calculations (how-to guidance)** – The mechanics of calculating Housing Choice Voucher (HCV) funding for MTW Expansion agencies



- **Preparing Your Agency’s MTW Finances (webinar)** – An overview of funding flexibility and MTW-specific financial reporting, including insights from two of the 39 initial MTW agencies
- **MTW Funding Flexibilities, Funding Calculation, and Statutory Requirements (webinar)** – The basics of funding flexibilities, funding calculations, and statutory requirements
 - **Insights from Peter Beyer, Chief Financial Officer, Home Forward (Portland) (webinar excerpt)** – Insights about incorporating MTW funding flexibilities within your agency
- **Using Funding Flexibilities in the Real World (voices of experience)** – Real-world examples of using MTW funding flexibilities to better serve residents

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Set Up Financial Reporting Systems

- MTW-specific financial reporting requirements triggered when MTW agency begins to use MTW funding flexibility



- **MTW Funding Flexibility and Financial Reporting** – Section 5.c of the MTW Operations Notice, with information about financial reporting and auditing
- **VMS Quick Reference Guide** - Information about each of the fields on the Form HUD 52681-B, along with user access information for the Voucher Management System (VMS)
- **FDS Line-Item Guide** – Definitions for each of the line items in the Financial Data Schedule (FDS)
- **MTW FDS Reporting Guidance** – Special instructions for preparing financial data schedules for MTW agencies
- **Special Purpose Voucher (SPV) and MTW FAQs** – Answers to common questions about Special Purpose Vouchers and MTW
- **MTW ACC Amendment and Financial Reporting FAQ(s)** – Answers to common questions about financial reporting



- **MTW ACC Amendment Execution and Planning Your MTW Agency’s Finances Part II (webinar)** – An overview of MTW-specific financial reporting
- **MTW ACC Amendment Execution and Planning Your MTW Agency’s Finances Office Hours (webinar)** – An overview of MTW financial topics and answers to questions about MTW finances



The MTW Supplement to the Annual PHA Plan

Gather Your Documents

- Have these documents at the ready as you are thinking through MTW activities and getting ready to submit the MTW Supplement to the Annual PHA Plan



- **MTW Operations Notice (for daily use)** – A reader-friendly version of the MTW Operations Notice. Print this out; refer to it often!
- Cohort-Specific Selection Notices – Application steps and requirements specific to each MTW Expansion cohort
 - **Selection Notice for Cohort 1** – Overall Impact for Moving to Work Flexibility
 - **Selection Notice for Cohort 2** – Rent Reform



- **MTW Supplement to the Annual PHA Plan (form)** – A PDF of the form you will complete online to record the policies and activities you will implement as an MTW agency

Select Activities and Associated Waivers

- Identify your desired effect or impact
- Then use the MTW Operations Notice to identify activities that will result in the desired effect or impact
- Then consider waivers—listed in Appendix 1 of the MTW Operations Notice—needed in order to implement the activity



- **Waivers** – Section 4 of the MTW Operations Notice, with information about the four categories of waivers available to MTW agencies
- **MTW Waivers** – Appendix I of the MTW Operations Notice, with the complete list of MTW Waivers

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- **Capturing What You Need to Complete the MTW Supplement (worksheet)** – A worksheet for capturing the impact you want to achieve with MTW, the activities you plan to implement to achieve that impact, the waivers you may need, and the tips and items to collect for completing the MTW Supplement



- **Types of Waivers and Their Requirements (online manual)** – An overview of the four types of waivers and their requirements
- **All Available MTW Waivers (online manual)** – An interactive version of the complete list of MTW Waivers



- **MTW Waivers (webinar)** – An overview of the basics of waivers, the four types of waivers, and public engagement and the waiver process
- **Overview of MTW Waivers on MTW Expansion Training (webinar excerpt)** – An excerpt from MTW Expansion Office Hours, which demonstrates how to access details about MTW Waivers in the MTW Expansion Training.
- **The MTW Supplement to the PHA Plan and the Public Process Part I (webinar)** – An introduction to the MTW Supplement for Cohort 1 agencies, including:
 - **How to think through what you need to get started (webinar excerpt)**
- **The MTW Supplement to the PHA Plan and the Public Process Part I (webinar)** – An introduction to the MTW Supplement for Cohort 2 agencies, including:
 - **How to think through what you need to get started (webinar excerpt)**
- **Activity Selection: Five Tips for Getting Started (how-to video)** – Insights from housing agencies that have been through the MTW start-up process about how to get started
- **MTW Waivers and Activities (voices of experience)** – Real-world examples and insights from some of the original 39 MTW agencies related to implementing MTW Waivers, working with partners, assessing MTW activities, and finding efficiencies
 - **Addressing Challenges when Implementing MTW Waivers**
 - **Working with Partners to Support MTW Activities**
 - **Assessing and Adjusting MTW Activities**
 - **Finding Administrative Efficiencies**
 - **Implementing MTW Waivers**



- **Activity Selection and Implementation Process (interactive training)** – Applying a six-step process for selecting and implementing MTW activities



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Identify Safe Harbors Needed

- Listed for each MTW waiver in Appendix I of the MTW Operations Notice
- Safe Harbors marked with an asterisk cannot be waived



- **Requirements for Safe Harbors** – Appendix II of the MTW Operations Notice, with information about Safe Harbor requirements related to impact analysis and hardship policies

Conduct Impact Analyses

- Assess anticipated or actual effects of the MTW activity
- Required for all Safe Harbor Waiver and Agency-Specific Waiver requests
- May be required as part of the safe harbor conditions for pre-approved MTW waivers
- May not be waived



- **Impact Analysis** – Appendix II of the MTW Operations Notice, with information about impact analysis requirements



- **Impact Analysis (how-to guidance)** – Information about when an impact analysis is required, the nine factors to consider when conducting an impact analysis, and which waivers require an impact analysis



- **How to Approach an MTW Impact Analysis (interactive training)** – Strategies for when and how to conduct an MTW impact analysis and the nine factors to consider in an impact analysis



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Develop and Implement Hardship Policies

- Identify situations that constitute a financial or other hardship
- Implement plan for notifying residents of hardship policy
- Determine whether scenarios qualify as hardships
- Outline courses of action if hardship applies/does not apply
- Record hardship requests and outcomes



- **Hardship Policies** – Appendix II of the MTW Operations Notice, with information about hardship policy requirements



- **Hardship Policies (how-to guidance)** – An overview of the MTW hardship policy process and the requirements the hardship policy must address



- **Considering Hardship Based on an MTW Hardship Policy (interactive training)** – Examples of real-world scenarios and strategies for considering whether a hardship exists based on an MTW hardship policy

Submit the MTW Supplement

- Submit using online form
- The MTW Operations Notice is your guide for what you need to submit in the online form
- REAC Technical Assistance Center provides assistance with using the online form: **REAC_TAC@hud.gov** or 888-245-4860 (indicate that you require assistance with the MTW Supplement).



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- **MTW Supplement Forms, Instructions, and Guidance (hud.gov)** – Guidance and training resources for completing the MTW Supplement and using the online form for submission. See Information about the Web-Based Form System section for guidance on using the online system
- **Completing the MTW Supplement Reference Guide (how-to guidance)** – Screen shots from the MTW Supplement system to explain how to complete the MTW Supplement



- **The MTW Supplement Walkthrough (webinar)** – A recap of the MTW Supplement and definitions of waivers, and a live walkthrough of the MTW Supplement online form



- **MTW Supplement to the Annual PHA Plan (form)** – A PDF of the form you will complete online to record the policies and activities you will implement as an MTW agency
- **MTW Certifications of Compliance** – Fillable PDF to be completed and submitted with the MTW Supplement

Obtain Supplement Approval

- Do not begin implementation until approval letter is received by HUD!
- Update your Admin Plan/ACOP before implementation



Data and Reporting

Complete Data Migration

- Use IMS/PIC Modernization/50058 to migrate building and unit data



- **HUD 50058:** What's different for my MTW agency? – A version of the HUD 50058 MTW Expansion form that visually indicates the differences for MTW expansion agencies

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Research

Coordinate on Research Requirements

- Work with researcher coordinating your cohort evaluation
- Don't be surprised when you get the call!



- **Evaluation** – Section 6 of the MTW Operations Notice, with information about MTW evaluation activities
- Cohort-Specific Selection Notices – Specific requirements regarding evaluation for each MTW Expansion cohort
 - **Selection Notice for Cohort 1** – Overall Impact for Moving to Work Flexibility
 - **Selection Notice for Cohort 2** – Rent Reform