Sample Application Timeline for Cohort #1 Lottery Selectees of Moving to Work (MTW) Expansion

**Resident/Participant Notification**

WEEK 1 (through 09/04/20):
Upon notification PHA was a lottery selectee

- Notify public housing residents and/or HCV participants of intention to participate in the MTW demonstration (as applicable to the PHA’s inventory)

**MTW Plan and Application Development**

WEEKS 2-6 (through 10/09/20):
After Resident/Participant Notification

- Begin development of MTW Plan (see items (a)-(g) under Section V(A)(ii) on pages 13-14 of PIH Notice 2018-07)
- Hold first resident/participant meeting
- Continue development of MTW Plan, considering feedback already received
- Hold second resident/participant meeting
- Finish complete draft of MTW Plan, considering feedback already received

**Public Hearing and Consideration of Feedback**

WEEKS 7-11 (through 11/13/20):
After draft MTW Plan is complete

- Publish notice that a hearing will be held on the MTW Plan (make complete draft of MTW Plan available for public inspection for AT LEAST 30 DAYS)
- Hold a public hearing to discuss the draft MTW Plan
- Consider public comments received to-date and incorporate them into the MTW Plan where appropriate

**Finalization and Submission of MTW Plan and Application**

WEEKS 12-14 (through 12/04/20):
At least 15 days after public hearing

- Finalize MTW Plan and complete Appendix 2 (the description of public process) and Appendix 4 (other supporting documentation)
- Obtain PHA Board of Commissioners approval of the MTW Plan by resolution (AT LEAST 15 DAYS after public hearing)
- Obtain necessary signatures for Appendix 1 (Certifications of Compliance) and Appendix 3 (HUD Form 2991, HUD Form 50071 and SF-LLL)
- Assemble final MTW Plan and application package (including the MTW Plan with Appendices 1-4)
- Submit complete MTW Plan and Application to HUD in Microsoft Word or PDF format by email to mtw-info@hud.gov

(No later than 12/04/20)

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**How to Use this Sample Timeline:**

This sample timeline is an example of how a PHA might utilize the application window to accomplish all of the required public meetings and comment periods. It is meant only as a guide.

The three time-related, mandatory requirements from PIH Notice 2018-17 are shown in **BOLD CAPITAL ITALICS**. While all of the tasks in PIH Notice 2018-17 remain in effect, the dates shown in the sample timeline are guidelines only.