Sample Timeline for Cohort #2 Applicants of Moving to Work (MTW) Expansion

**Resident/Participant Notification**
WEEK 1 (through 09/04/20):
Upon publication of Request for Applications/PHA notification.
- 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 Rent Reform Policy Development**
WEEKS 2-9 (through 10/30/20):
After Resident/Participant Notification
- Begin development of Part I of the MTW Plan and Application Package (MTW Plan and Rent Reform Information)
  (see Sections 4(C)(ii)(a) and 4(C)(ii)(b) on pages 10-14 of Request for Applications)
- Hold first resident/participant meeting
- Continue development of Part I of the MTW Plan and Application Package, considering feedback already received
- Hold second resident/participant meeting
- Finish complete draft of Part I of MTW Plan and Application Package, considering feedback already received

**Public Hearing and Consideration of Feedback**
WEEKS 10-15 (through 12/11/20):
After draft of Part I of the MTW Plan and Application Package is complete
- Publish notice that a hearing will be held on the MTW Plan
  (make complete draft of Part I of the MTW Plan and Application Package available for public inspection for AT LEAST 30 DAYS)
- Hold a public hearing to discuss the draft of Part I of the MTW Plan and Application Package
- Consider public comments received to-date and incorporate them into Part I of the MTW Plan and Application Package where appropriate

**Finalization and Submission of MTW Plan and Application**
WEEK 17-19 (through 01/08/21):
At least 15 days after public hearing
- Finalize Part I of the MTW Plan and Application Package and complete Appendix 2 (the description of public process) and Appendix 4 (other supporting documentation)
- Obtain necessary signatures for Appendix 1 (Certifications of Compliance) and Appendix 3 (HUD Form 2991, HUD Form 50071 and SF-LLL)
- Obtain PHA Board of Commissioners approval of the MTW Plan and Application Package by resolution (AT LEAST 15 DAYS after public hearing)
- Assemble final MTW Plan and Application Package (including Part I and the appendices in Part II)
- Submit complete MTW Plan and Application Package to HUD in Microsoft Word or PDF format by email to MTWcohort2@hud.gov
  (NO LATER THAN 01/08/21)

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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.