



Completing the MTW Supplement Reference Guide

This reference guide includes screenshots and directions for completing each section of the MTW Supplement.

Note that the appearance of the online system may have changed slightly since this resource was developed. The display you see in the online system may be slightly different, but the data fields and information required remain the same.

Supplement Sections

- A. PHA Information
- B. Narrative
- C. MTW Waivers and Associated Activities
- D. Safe Harbor Waivers
- E. Agency-Specific Waivers
- F. Public Housing Operating Subsidy Grant Reporting
- G. MTW Statutory Requirements
- H. Public Comments
- I. Evaluations
- J. MTW Certifications of Compliance



A. PHA Information

A1.

PHA Name

PIH Test Account

PHA Code

AB345

PHA Program Type

Combined

MTW Cohort Number

1

MTW Supplement for PHA Fiscal Year Beginning

4/1

Supplement Fiscal Year

--Select--

MTW Supplement Submission Type

--Select--

Easy to complete!

- ✓ Basic facts about your PHA
- ✓ Won't change from year to year
- ✓ Most fields pre-filled

This is part of Fiscal Year Beginning. Month and year automatically pre-filled, but you must enter the corresponding year.

Supplement for upcoming Fiscal Year Beginning? OR Amendment to previous Annual Plan?

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.

Select which waiver(s) and activities you will use; these are the ones that you will answer questions about.

C.3. Reexaminations

3.a. - Alternative Reexamination Schedule for Households (PH)

Plan to Implement in the Submission Year

--Select--

Currently Implementing

Plan to Implement in the Submission Year

Subsequent questions tailored based on your choice

Will be Discontinued in the Submission Year

Was Discontinued in a previous Submission Year

Not Currently Implemented

3.a. - Alternative Reexamination Schedule for Households (PH)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative.

Another narrative box - draft in Word and simply paste here.

Which of the MTW statutory objectives does this MTW activity serve?

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Think about whether the activity will increase or decrease revenues and/or expenditures, or if it will be cost neutral.

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies only to a subset or subsets of assisted households

Core questions

Does the MTW activity apply only to new admissions, only to currently assisted households, or to both new admissions and currently assisted households?

--Select--

Does the MTW activity apply to all family types or only to selected family types?

The MTW activity applies only to selected family types

Please select the family types subject to this MTW activity.

--Select--

Please describe this target population in the text box.

Does the MTW activity apply to all public housing developments?

The MTW activity applies to specific developments

Which developments participate in the MTW activity?

Select a value

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

If a question is not yet applicable because you marked "Plan to Implement in the Submission Year" enter "n/a."

Hardship Waiver Questions

Does this MTW activity require a hardship policy?

Yes

Based on the MTW Operations Notice, you will know that you need a hardship policy for this activity. If you already provided the hardship policy under a previous activity, select “Provided Already.”



Hardship Policy File Upload(0)



Upload Files

Or drop files

Does the hardship policy apply to more than this MTW activity?

--Select--

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

--Select--

How many hardship requests have been received associated with this activity in the past year?

How many hardship requests were approved?

How many hardship requests were denied?

File types:

- ✓ PDF
- ✓ Word
- ✗ Excel

Naming convention:
PHA Code, FY, short
name for policy/item



Safe Harbor Waiver

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Impact Analysis Questions

Does the MTW activity require an impact analysis?

Yes

Based on the MTW Operations Notice, you will know that you need an impact analysis for this activity. If you already provided the impact analysis under a previous activity, select "Provided Already."



Impact Analysis File Upload(0)



Upload Files

Or drop files

Does the impact analysis apply to more than this MTW activity?

Yes

Please list all of the applicable MTW activities. (Only upload impact analysis once when said impact analysis applies to multiple MTW activities.)

Select a value

D. Safe Harbor Waivers.

D1. Safe Harbor Waivers seeking HUD Approval:

The MTW Operations Notice describes a simplified process for MTW agencies to implement MTW activities outside of the safe harbors described in Appendix I. For each Safe Harbor Waiver request, a document that includes the following information must be provided: (a) the name and number of the MTW Waiver and associated activity for which the MTW agency is seeking to expand the safe harbor, (b) the specific safe harbor and its implementing regulation, (c) the proposed MTW activity the MTW agency wishes to implement via this Safe Harbor Waiver, (d) a description of the local issue and why such an expansion is needed to implement the MTW activity, (e) an impact analysis, (f) a description of the hardship policy for the MTW activity, if applicable, and (g) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?

--Select--



Safe Harbor File Upload(0)



Upload Files

Or drop files



If Safe Harbor Waiver required, upload document with:

- a) Name & activity # of MTW Waiver for which you seek to expand safe harbor**
- b) Specific safe harbor & implementing regulation**
- c) Proposed policy you wish to implement via waiver**
- d) Description of local issue & why expansion is needed to implement activity**
- e) Impact analysis**
- f) Description of hardship policy**
- g) Copy of comments received at public hearing & description of how comments were considered**



E. Agency-Specific Waivers.

E1. Agency-Specific Waivers for HUD Approval:

The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.

In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.

For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?

Yes

Content Type

Agency-Specific Waivers

File Description



Upload Files

Or drop files

E2. Agency-Specific Waiver(s) for which HUD Approval has been Received:

Does the MTW agency have any approved Agency-Specific Waivers?

--Select--

If "Yes," provide a short title for the request in File Description box. This title will be used in subsequent years for E.2. If there is more than one request, enter a title and the file name it is applicable to, and separate them with commas.

If Agency-Specific Waiver being requested, upload document with:

- a) Description of activity, including what you propose to waiver (statute, regulation, ON)**
- b) How the initiative achieves MTW statutory objections (1 or more)**
- c) Description of population groups and household types impacted**
- d) Cost implications**
- e) Implementation timeline**
- f) Impact analysis**
- g) Description of hardship policy**
- h) Copy of comments received at public hearing & description of how comments were considered**



F. Public Housing Operating Subsidy Grant Reporting.

F.1. Please provide the public housing Operating Subsidy grant information in the table below for Operating Subsidy grants appropriated in each Federal Fiscal Year the PHA is designated an MTW PHA.

| Federal Fiscal Year (FFY) | Total Operating Subsidy Authorized Amount | How Much PHA Disbursed by the 9/30 Reporting Period | Remaining Not Yet Disbursed | Deadline |
|---------------------------|---|---|-----------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Only report public housing Operating Subsidy grant funding awarded in the year of MTW agency designation and all subsequent years.



G MTW Statutory Requirements

G1. 75% Very Low Income – Local, Non-Traditional.

HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.

| Income Level | Number of Local, Non-Traditional Households Admitted in the Fiscal Year* |
|---|--|
| 80%-50% Area Median Income | <input type="text"/> |
| 49%-30% Area Median Income | <input type="text"/> |
| Below 30% Area Median Income | <input type="text"/> |
| Total Local, Non-Traditional Households | <input type="text"/> |

You may not be implementing any local, non-traditional activities this first year. But, if you do, make sure that you have a method to track this information.

If fields are not applicable, enter 0s (these are numeric fields, so “n/a” is not a valid entry).



G.2 Establishing Reasonable Rent Policy

Has the MTW agency established a rent reform policy to encourage employment and self-sufficiency?

--Select--

This is not LNT-specific and is therefore required by all agencies.

G.3 Substantially the Same (STS) – Local, Non-Traditional

Please provide the total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.

of unit months

Please provide the total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.

of unit months

How many units, developed under the local, non-traditional housing development activity, were available for occupancy during the prior full calendar year (by bedroom size)?

Please include only those units that serve households at or below 80% of AMI in the table provided.

This is only for LNT, since STS data for non-LNT is gathered from other places.

Add MTWS Housing Development Program



G.4 Comparable Mix (by Family Size) - Local, Non-Traditional

This is only for LNT, since STS data for non-LNT is gathered from other places.

In order to demonstrate that the MTW statutory requirement of "maintaining a comparable mix of families (by family size) are served, as used under the demonstration" is being achieved, the MTW agency will provide information for its most recently completed Fiscal Year in the following table.

Local, non-traditional family size data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

| Family Size: | Occupied Number of Local, Non-Traditional units by Household Size |
|--------------|---|
| 1 Person | <input type="text"/> |
| 2 Person | <input type="text"/> |
| 3 Person | <input type="text"/> |
| 4 Person | <input type="text"/> |
| 5 Person | <input type="text"/> |
| 6+ Person | <input type="text"/> |
| Totals | <input type="text"/> |



G.5 Housing Quality Standards

Certification is included in MTW Certifications of Compliance for HCV and local, non-traditional program. The public housing program is monitored through physical inspections performed by the Real Estate Assessment Center (REAC).

No response required, since it is included in the MTW Certifications of Compliance that is included in the MTW Supplement form.



H. Public Comments

H.1

Please provide a copy of all comments received by the public, Resident Advisory Board, and tenant associations.

 Files(0)

 Upload


Please attach a narrative describing the MTW agency's analysis of the comments and any decisions made based on these comments.

 Files(0)

 Upload

If applicable, was an additional public hearing held for an Agency-Specific Waiver and/or Safe Harbor waiver?

--Select--

 Files(0)

 Upload Files

Or drop files

- ✓ Keep records of meetings with staff, residents, and community, including dates, number of attendees, and comments.
- ✓ Draft your responses to comments and decision made in response.
- ✓ Have these historical documents ready for upload when completing the Supplement.

I. Evaluations.

I.1 Please list any ongoing and completed evaluations of the MTW agency's MTW policies, that the PHA is aware of, including the information requested in the table below. In the box "title and short description," please write the title of the evaluation and a brief description of the focus of the evaluation.

Does the MTW agency have any evaluations of its agency or policies?

Yes

[If Yes]: Please complete the table below.



MTW Evaluations of MTW Policies



Title and short description

Evaluator name and contact information

Time period

Reports available

Add MTW Evaluations of MTW Policies

J. MTW Certifications of Compliance.

J.1 The MTW agency must execute the MTW Certifications of Compliance form and submit as part of the MTW Supplement submission to HUD. Certification should be uploaded below.

 Files(0)

 Upload Files

Or drop files


Signed by:

- ✓ Board Chairperson, or
- ✓ Board Secretary

Previous

Submit

Form Submitted Successfully!



Once you submit, you can go back and view the form, but you will not be able to make any changes. After HUD receives and reviews, you will receive an email including a link to the system to make updates, if needed, and to let you know when it is approved.

Final Recommendations:

- ✓ Good recordkeeping is crucial.
- ✓ Assign one person to create the Supplement for your agency.
- ✓ “Other departments” provide access to necessary information/documents.
- ✓ Keep copies of your Impact Analysis and Hardship policy in a central, shared place for easy access.
- ✓ Draft a workplan, with due dates, so everyone is aware of the required information, prior to the submission deadline.

