

# MTW HCV Utilization Dashboard User Guide & Data Dictionary

## Contents

---

<b>1</b>	<b>Summary</b> .....	<b>2</b>
<b>2</b>	<b>How to Access the Dashboard</b> .....	<b>2</b>
<b>3</b>	<b>Dashboard Overview</b> .....	<b>2</b>
3.1	Does the MTW Utilization Dashboard include all PHAs? .....	3
3.2	How to Navigate the Dashboard using Drill-Through Functionality .....	3
<b>4</b>	<b>MTW Summary Report Page of the Dashboard</b> .....	<b>4</b>
4.1	Drop Down Menu to Select Analysis Level .....	5
4.2	MTW Summary .....	5
4.3	MTW Public Housing Authorities Utilization Overview .....	5
<b>5</b>	<b>Navigate the Dashboard to using Drill-Through Functionality</b> .....	<b>7</b>
5.1	How to Access the MTW Commitment Details Report .....	7
5.2	Detailed Description and Breakdown of Current MTW Commitments .....	7
5.3	How to Access the MTW Eligible Expenses Report .....	9
5.4	Detailed Breakdown of YTD MTW HAP-Eligible Expenses .....	9
5.5	Pie Chart: Breakdown of YTD HAP Eligible Expenses.....	10
5.6	How to Access the MTW Other Details Report .....	11
5.7	Detailed Breakdown of MTW Other Expenses.....	11

## 1 Summary

The Moving to Work (MTW) HCV (Housing Choice Voucher) Utilization dashboard provides an alternate way to calculate budget utilization for MTW PHAs. This MTW Utilization takes into account Year-to-Date (YTD) Housing Assistance Payments (HAP), Total Budget Authority (BA), HCV reserves, remaining obligations, and minimum reserve levels. The dashboard also provides an extensive examination of MTW commitments, obligations, expenditures and HAP-eligible expenses. The data is available for the MTW program nationally and allows the user to drill down to the Network, Region, Field Office, State and Public Housing Authority (PHA) level. The dashboard is updated monthly for the most current and relevant data. However, it should be noted that much of HUD's data is received from the PHAs and is aggregated resulting in an approximately 2-month interval between the reporting period and the data's availability.

## 2 How to Access the Dashboard

The MTW HCV Utilization dashboard is accessible both internally to HUD employees and externally for the public. The public facing dashboard is located here: [MTW HCV Utilization Dashboard](#)

## 3 Dashboard Overview

When initially navigating to the dashboard, you will land on the introduction page which indicates the most current vintage of the data in the dashboard and data sources. To navigate to the main page of the dashboard, use the arrows on the bottom of the screen.



**MTW HCV Utilization Dashboard**

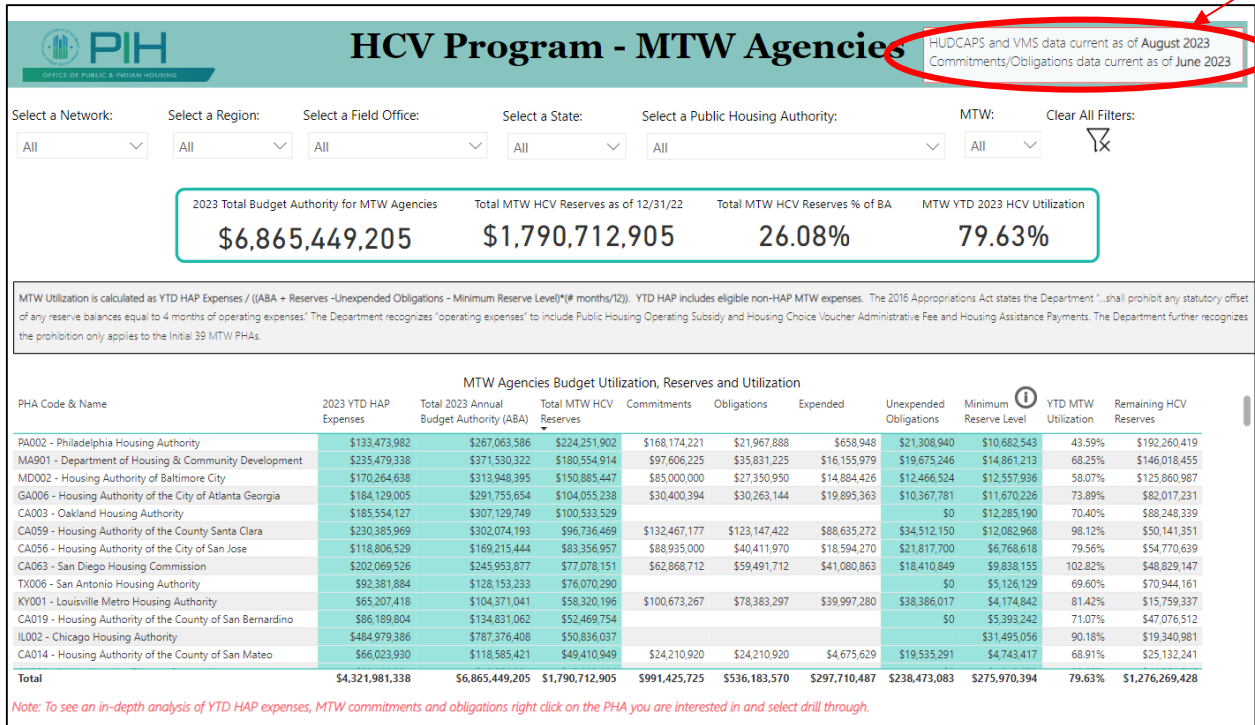
Welcome to the MTW HCV Utilization Dashboard!

The Moving to Work (MTW) HCV Utilization dashboard provides an alternate way to calculate budget utilization for MTW agencies. MTW provides public housing agencies (PHAs) authority to flexibly use their HCV funds for MTW-eligible purposes, including serving families through the traditional use of HCV, as well as activities like housing preservation and development, landlord and leasing incentives, resident service programs, and local, non-traditional activities. MTW agencies are also required to serve "substantially the same" number of households as would have been served if they were not participating in the MTW program.

The MTW budget utilization calculation considers YTD housing assistance payments (HAP), total budget authority, HCV reserves, remaining obligations, and minimum reserve levels. The dashboard provides an extensive examination of MTW expenditures and HAP-eligible expenses, as well as how MTW agencies have committed and obligated their HCV funds and reserves. All data is sourced from HUD Administrative Systems including HUD Central Accounting and Program System (HUD CAPS), Voucher Management System (VMS) and PIH Information Center (PIC) and is current as of May 2023. MTW agencies also report to HUD annually on how they use their funds for MTW-eligible activities in their MTW Annual Plans or MTW Supplements, found [here](#).

To examine other MTW trends in leasing, per-unit-cost, new admissions and attrition from the program please check out the HCV Dashboard [here](#).  
For questions check out the MTW Utilization Dashboard User Guide [here](#).

Once you have navigated to the main page of the dashboard you will see various statistics showcasing MTW utilization. The upper right-hand corner indicates the most current vintage of the data in the dashboard as well as the data sources.



### 3.1 Does the MTW Utilization Dashboard include all PHAs?

No, the dashboard only includes MTW PHAs. This dashboard is specifically designed to examine MTW HCV budget utilization with its various caveats and thus is only applicable to MTW PHAs.

The MTW Demonstration Program, authorized in the 1996 Appropriations Act, provides PHAs the opportunity to design and test innovative, locally designed strategies that use federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families. MTW allows PHAs exemptions from many existing public housing and voucher rules and provides funding flexibility with how they use their federal funds. MTW PHAs may expend HCV funds on any MTW-eligible purpose, including local, non-traditional activities, provided that the PHA continues to serve substantially the same number of families as it would have served absent MTW designation MTW PHAs.

To learn more about what how a specific PHA uses its MTW flexibilities, please visit HUD's MTW webpage. [This page](#) contains links to dedicated pages for each participating MTW PHA with information on when the PHA was designated as a MTW demonstration program participant, and whether they are one of the initial 39 PHAs, or the 100 expansion PHAs authorized through the 2016 Appropriations Act.

### 3.2 How to Navigate the Dashboard using Drill-Through Functionality

This dashboard has one main page along with several drill-through screens. To navigate to a

drill-through, simply right click on the PHA Code and then navigate to the drill-through option and select the drill-through report you are interested in viewing. The drill-through report pages within the dashboard are as follows: MTW Commitment Details, MTW Other Details, and Breakdown of MTW Eligible Expenses. A detailed description of each drill-through report is provided in Sections 5-7.

## HCV Program - MTW Agencies

HUDCAPS and VMS data current as of August 2023  
 Commitments/Obligations data current as of June 2023

Select a Network: All | Select a Region: All | Select a Field Office: All | Select a State: All | Select a Public Housing Authority: All | MTW: All | Clear All Filters: ✕

2023 Total Budget Authority for MTW Agencies  
\$6,865,449,205

Total MTW HCV Reserves as of 12/31/22  
\$1,790,712,905

Total MTW HCV Reserves % of BA  
26.08%

MTW YTD 2023 HCV Utilization  
79.63%

MTW Utilization is calculated as YTD HAP Expenses / ((ABA + Reserves - Unexpended Obligations - Minimum Reserve Level) \* (# months / 12)). YTD HAP includes eligible non-HAP MTW expenses. The 2016 Appropriations Act states the Department shall prohibit any statutory offset of any reserve balances equal to 4 months of operating expenses. The Department recognizes 'operating expenses' to include Public Housing Operating Subsidy and Housing Choice Voucher Administrative Fee and Housing Assistance Payments. The Department further recognizes the prohibition only applies to the Initial 39 MTW PHAs.

MTW Agencies Budget Utilization, Reserves and Utilization										
PHA Code & Name	2023 YTD HAP Expenses	Total 2023 Annual Budget Authority (ABA)	Total MTW HCV Reserves	Commitments	Obligations	Expended	Unexpended Obligations	Minimum Reserve Level	YTD MTW Utilization	Remaining HCV Reserves
PA002 - Philade	\$133,473,982	\$267,063,586	\$224,251,902	\$168,174,221	\$21,967,888	\$658,948	\$21,308,940	\$10,682,543	43.59%	\$192,260,419
MA901 - Depart	\$235,479,338	\$371,530,322	\$180,554,914	\$97,606,225	\$35,831,225	\$16,155,979	\$19,675,246	\$14,861,213	68.25%	\$146,018,455
MD002 - Housin	\$170,264,638	\$313,948,395	\$150,885,447	\$85,000,000	\$27,350,950	\$14,884,426	\$12,466,524	\$12,557,936	58.07%	\$125,860,987
GA006 - Housin	\$184,129,005	\$291,755,654	\$104,055,238	\$30,400,394	\$30,263,144	\$19,895,363	\$10,367,781	\$11,670,226	73.89%	\$82,017,231
CA003 - Oakland	\$185,554,127	\$307,129,749	\$100,533,529				\$0	\$12,285,190	70.40%	\$88,248,339
CA059 - Housin	\$230,385,969	\$302,074,193	\$96,736,469	\$132,467,177	\$123,147,422	\$88,635,272	\$34,512,150	\$12,082,968	98.12%	\$50,141,351
CA056 - Housin	\$118,806,529	\$169,215,444	\$83,356,957	\$88,935,000	\$40,411,970	\$18,594,270	\$21,817,700	\$6,768,618	79.56%	\$54,770,639
CA063 - San Di	\$202,069,526	\$245,953,877	\$77,078,151	\$62,868,712	\$59,491,712	\$41,080,863	\$18,410,849	\$9,838,155	102.82%	\$48,829,147
TX006 - San Antonio Housing Authority	\$92,381,884	\$128,153,233	\$76,070,290				\$0	\$5,126,129	69.60%	\$70,944,161
KY001 - Louisville Metro Housing Authority	\$65,207,418	\$104,371,041	\$58,320,196	\$100,673,267	\$78,383,297	\$39,997,280	\$38,386,017	\$4,174,842	81.42%	\$15,759,337

## 4 MTW Summary Report Page of the Dashboard

The Summary Report of the MTW Utilization Dashboard is located on Tab #1 and has three main sections. Each section will be explained in detail in this data dictionary.

## HCV Program - MTW Agencies

HUDCAPS and VMS data current as of August 2023  
 Commitments/Obligations data current as of June 2023

Select a Network: All | Select a Region: All | Select a Field Office: All | Select a State: All | Select a Public Housing Authority: All | MTW: All | Clear All Filters: ✕

2023 Total Budget Authority for MTW Agencies  
\$6,865,449,205

Total MTW HCV Reserves as of 12/31/22  
\$1,790,712,905

Total MTW HCV Reserves % of BA  
26.08%


MTW YTD 2023 HCV Utilization  
79.63%

MTW Utilization is calculated as YTD HAP Expenses / ((ABA + Reserves - Unexpended Obligations - Minimum Reserve Level) \* (# months / 12)). YTD HAP includes eligible non-HAP MTW expenses. The 2016 Appropriations Act states the Department shall prohibit any statutory offset of any reserve balances equal to 4 months of operating expenses. The Department recognizes 'operating expenses' to include Public Housing Operating Subsidy and Housing Choice Voucher Administrative Fee and Housing Assistance Payments. The Department further recognizes the prohibition only applies to the Initial 39 MTW PHAs.

MTW Agencies Budget Utilization, Reserves and Utilization										
PHA Code & Name	2023 YTD HAP Expenses	Total 2023 Annual Budget Authority (ABA)	Total MTW HCV Reserves	Commitments	Obligations	Expended	Unexpended Obligations	Minimum Reserve Level	YTD MTW Utilization	Remaining HCV Reserves
PA002 - Philadelphia Housing Authority	\$133,473,982	\$267,063,586	\$224,251,902	\$168,174,221	\$21,967,888	\$658,948	\$21,308,940	\$10,682,543	43.59%	\$192,260,419
MA901 - Department of Housing & Community Development	\$235,479,338	\$371,530,322	\$180,554,914	\$97,606,225	\$35,831,225	\$16,155,979	\$19,675,246	\$14,861,213	68.25%	\$146,018,455
MD002 - Housing Authority of Baltimore City	\$170,264,638	\$313,948,395	\$150,885,447	\$85,000,000	\$27,350,950	\$14,884,426	\$12,466,524	\$12,557,936	58.07%	\$125,860,987
GA006 - Housing Authority of the City of Atlanta Georgia	\$184,129,005	\$291,755,654	\$104,055,238	\$30,400,394	\$30,263,144	\$19,895,363	\$10,367,781	\$11,670,226	73.89%	\$82,017,231
CA003 - Oakland Housing Authority	\$185,554,127	\$307,129,749	\$100,533,529				\$0	\$12,285,190	70.40%	\$88,248,339
CA059 - Housing Authority of the County Santa Clara	\$230,385,969	\$302,074,193	\$96,736,469	\$132,467,177	\$123,147,422	\$88,635,272	\$34,512,150	\$12,082,968	98.12%	\$50,141,351
CA056 - Housing Authority of the City of San Jose	\$118,806,529	\$169,215,444	\$83,356,957	\$88,935,000	\$40,411,970	\$18,594,270	\$21,817,700	\$6,768,618	79.56%	\$54,770,639
CA063 - San Diego Housing Commission	\$202,069,526	\$245,953,877	\$77,078,151	\$62,868,712	\$59,491,712	\$41,080,863	\$18,410,849	\$9,838,155	102.82%	\$48,829,147
TX006 - San Antonio Housing Authority	\$92,381,884	\$128,153,233	\$76,070,290				\$0	\$5,126,129	69.60%	\$70,944,161
KY001 - Louisville Metro Housing Authority	\$65,207,418	\$104,371,041	\$58,320,196	\$100,673,267	\$78,383,297	\$39,997,280	\$38,386,017	\$4,174,842	81.42%	\$15,759,337

#### 4.1 Drop Down Menu to Select Analysis Level

The Dropdown menu allows you to select your analysis level for the dashboard. The dashboard will default to national level. The user can select to analyze data at the HUD Network, HUD Region, HUD Field Office, State or Public Housing Authority level as well.

Select a Network:	Select a Region:	Select a Field Office:	Select a State:	Select a Public Housing Authority:	Clear All Filters:
All	All	All	All	All	

#### 4.2 MTW Summary

The MTW Summary provides data on Total Budget Authority, MTW HCV reserves, reserves as a percentage of Budget Authority and HUD’s MTW Utilization calculation. The data dictionary definitions for each of these components are listed below.

2023 Total Budget Authority for MTW Agencies	Total MTW HCV Reserves as of 12/31/22	MTW HCV Reserves % of BA	MTW YTD 2023 HCV Utilization
\$6,858,289,431	\$1,795,072,198	26.17%	76.99%

- **Total Budget Authority for MTW PHAs** = Total Housing Choice Voucher Budget Authority for current reporting year (total Annual Budget Authority) for MTW PHAs.
- **Total MTW HCV Reserves** = Total amount of HCV reserves for MTW PHAs. This is composed of unspent funds from prior years as well as funds obligated during the current calendar year that have not been disbursed. HUD adheres to Treasury’s cash management process, therefore, most of a PHA’s unspent HAP is held at HUD (which is still available to the PHA as needed). A biannual review is to be completed to bring unspent HAP dollars back to HUD, thus assuring PHA-held reserves are minimized.
- **MTW HCV Reserves % of ABA** = Total HCV Reserves / Total Annual Budget Authority. This provides the reserves as a percentage of budget authority on-hand for the specified level of analysis.
- **MTW Utilization** =  $YTD\ HAP\ Expenses / ((BA + Reserves - Remaining\ Obligation - Minimum\ Reserve\ Level) * (\#\ months/12))$ . YTD HAP includes non-HAP HAP-eligible expenses. The denominator is prorated to the reporting month. For example, for August: the denominator (BA + Reserve – Remaining Obligation – Minimum Reserve Level) \* 8/12 as August is the 8<sup>th</sup> month.

#### 4.3 MTW Public Housing Authorities Utilization Overview

The MTW HCV Utilization Overview provides detailed data on YTD HAP expenses, Total Annual Budget Authority, HCV reserves, remaining obligations, minimum reserve balances and HUD’s MTW utilization calculation. The data dictionary definitions for each of the Utilization Overview components is listed below.

MTW Utilization is calculated as YTD HAP Expenses / ((ABA + Reserves - Unexpended Obligations - Minimum Reserve Level) \* (# months/12)). YTD HAP includes eligible non-HAP MTW expenses. The 2016 Appropriations Act states the Department "shall prohibit any statutory offset of any reserve balances equal to 4 months of operating expenses." The Department recognizes "operating expenses" to include Public Housing Operating Subsidy and Housing Choice Voucher Administrative Fee and Housing Assistance Payments. The Department further recognizes the prohibition only applies to the Initial 39 MTW PHAs.

MTW Agencies Budget Utilization, Reserves and Utilization										
PHA Code & Name	2023 YTD HAP Expenses	Total 2023 Annual Budget Authority (ABA)	Total MTW HCV Reserves	Commitments	Obligations	Expended	Unexpended Obligations	Minimum Reserve Level	YTD MTW Utilization	Remaining HCV Reserves
PA002 - Philadelphia Housing Authority	\$133,473,982	\$267,062,586	\$224,251,902	\$168,174,221	\$21,967,888	\$659,948	\$21,308,940	\$10,682,543	43.59%	\$192,260,419
MA901 - Department of Housing & Community Development	\$235,479,338	\$371,530,322	\$180,554,914	\$97,606,225	\$35,831,225	\$16,155,979	\$19,675,246	\$14,861,213	68.25%	\$146,018,455
MD002 - Housing Authority of Baltimore City	\$170,264,638	\$313,948,395	\$150,885,447	\$85,000,000	\$27,350,950	\$14,884,426	\$12,466,524	\$12,557,936	58.07%	\$125,860,987
GA006 - Housing Authority of the City of Atlanta Georgia	\$184,129,005	\$291,755,654	\$104,055,238	\$30,400,394	\$30,263,144	\$19,895,363	\$10,367,781	\$11,670,226	73.89%	\$82,017,231
CA003 - Oakland Housing Authority	\$185,554,127	\$307,129,749	\$100,533,529				\$0	\$12,285,190	70.40%	\$88,248,339
CA059 - Housing Authority of the County Santa Clara	\$230,385,969	\$302,074,193	\$96,736,469	\$132,467,177	\$123,147,422	\$88,635,272	\$34,512,150	\$12,082,968	98.12%	\$50,141,351
CA056 - Housing Authority of the City of San Jose	\$118,806,529	\$169,215,444	\$83,356,957	\$88,935,000	\$40,411,970	\$18,594,270	\$21,817,700	\$6,768,618	79.56%	\$54,770,639
CA063 - San Diego Housing Commission	\$202,069,526	\$245,953,877	\$77,078,151	\$62,868,712	\$59,491,712	\$41,080,863	\$18,410,849	\$9,838,155	102.82%	\$48,829,147
TX006 - San Antonio Housing Authority	\$92,381,884	\$128,153,233	\$76,070,290				\$0	\$5,126,129	69.60%	\$70,944,161
KY001 - Louisville Metro Housing Authority	\$65,207,418	\$104,371,041	\$58,320,196	\$100,673,267	\$78,383,297	\$39,997,280	\$38,386,017	\$4,174,842	81.42%	\$15,759,337
CA019 - Housing Authority of the County of San Bernardino	\$86,189,804	\$134,831,062	\$52,469,754				\$0	\$5,393,242	71.07%	\$47,076,512
IL002 - Chicago Housing Authority	\$484,979,386	\$787,376,408	\$50,836,037					\$31,495,056	90.18%	\$19,340,981
CA014 - Housing Authority of the County of San Mateo	\$66,023,930	\$118,585,421	\$49,410,949	\$24,210,920	\$24,210,920	\$4,675,629	\$19,535,291	\$4,743,417	68.91%	\$25,132,241
<b>Total</b>	<b>\$4,321,981,338</b>	<b>\$6,865,449,205</b>	<b>\$1,790,712,905</b>	<b>\$991,425,725</b>	<b>\$536,183,570</b>	<b>\$297,710,487</b>	<b>\$238,473,083</b>	<b>\$275,970,394</b>	<b>79.63%</b>	<b>\$1,276,269,428</b>

Note: To see an in-depth analysis of YTD HAP expenses, MTW commitments and obligations right click on the PHA you are interested in and select drill through.

- **YTD HAP Expenditures** = Total monthly Housing Assistance Payments (HAP) expenditures to date.
- **Total Annual Budget Authority for HCV Program**= Total Housing Choice Voucher Budget Authority for current reporting year (total ABA).
- **Total MTW HCV Total Reserves** = The amount of money obligated to PHA(s) that has not yet been disbursed. This is composed of unspent funds from prior years as well as funds obligated during the current calendar year that have not been disbursed. HUD adheres to Treasury’s cash management process, therefore, most of a PHA’s unspent HAP is held at HUD (which is still available to the PHA as needed). A biannual review is to be completed to bring unspent HAP dollars back to HUD, thus assuring PHA-held reserves are minimized.
- **Commitments** = The total amount of HCV funds that the PHA is setting aside or earmarking in anticipation of a dedication or obligation for eligible MTW activities in the future.
- **Obligations** = The total amount from the commitment that the PHA dedicates an outlay of expenditure of funds, immediately or in the future, for a specific eligible MTW activity
- **Expended** = The total amount from the obligation that has been expended on the activity.
- **Unexpended Obligations** = Calculated as the Total Funds Obligated – Total Funds Expended from the most recent VMS extract.
- **Minimum Reserve Level** = The minimum reserve level HUD recommends for each PHA based on the size of their HCV program. For a PHA it is recommended to have no more than 4% of budget authority in reserves if the PHA has over 500 units; no more than 6% of budget authority in reserves if the PHA has between 250-2500 units; and no more than 12% of budget authority in reserves if the PHA has less than 250 units. (Example: If a PHA has 5,000 units and \$30MM in Annual Budget Authority their minimum reserve balance would be \$30MM\*4%= \$1.2MM)

- **YTD MTW Utilization** = YTD HAP Expenses / ((BA + Reserves - Remaining Obligation - Minimum Reserve Level)\*(# months/12)). YTD HAP includes non-HAP HAP-eligible expenses. The denominator is prorated to the reporting month. For example, for August: the denominator (BA + Reserve – Remaining Obligation – Minimum Reserve Level) \* 8/12 as August is the 8<sup>th</sup> month.
- **Remaining HCV Reserves** = Calculated as the Total MTW HCV Reserves – Remaining Obligation – Minimum Reserve Level.

## 5 Navigate the Dashboard to using Drill-Through Functionality

This dashboard has one main page along with several drill-through screens. To navigate to a drill-through, simply right click on the PHA Code and then navigate to the drill-through option and select the drill-through report you are interested in viewing. The drill-through report pages within the dashboard are as follows: MTW Commitment Details, MTW Other Details, and Breakdown of MTW Eligible Expenses.

### 5.1 How to Access the MTW Commitment Details Report

To navigate to a drill-through, simply right click on the PHA Code in a table and then navigate to the drill-through option and select the drill-through report you are interested in viewing. To access the MTW Commitment Details the user should appropriately select “MTW Commitment Details” from the drill-through options.

PHA Code	PHA Name	Total MTW HCV Reserves	Funds Committed	Funds Obligated	Funds Expended
AK901	Alaska Housing Finance Corporation	\$42,993,824			
AL00	Share				
AL05	Show as a table	\$617,845			
AL06	Include	\$365,528			
AL07	Exclude	\$0			
AR14	City of Dothan	\$244,314			
CA00	Drill through	\$33,529			
CA00	Copy	\$46,508			
CA014	Housing Authority of the C	\$10,949	\$9,045,455	\$9,045,455	\$5,189,040
CA019	Housing Authority of the County of San Bernardino	\$52,469,754			
CA020	Tulsa County Housing Authority	\$0			

### 5.2 Detailed Description and Breakdown of Current MTW Commitments

The MTW Commitment Details drill-through provides a detailed breakdown of current MTW commitments, obligations and funds expended for the most recent VMS reporting month. The data dictionary definitions for each of the MTW Commitment Details components is listed below.

←

Detailed Description and Breakdown of Current MTW Commitments												
PHA Code	Commitment Number	Activity	Account Type	Date of Commitment	Date of Obligation	Funds Committed	Funds Obligated	Funds Expended	Remaining Balance	Projected Date of Full Expenditure	Commitment Type	Obligation Type
PA002	1	Various PHA sites	Asphalt/Paving Exterior Wall Repairs Painting Concrete Exterior/Interior Doors Plumbing & Community Room Upgrades	1/24/2022	1/24/2022	\$1,116,334	\$1,116,334	\$6,000	\$1,110,334	12/31/2023	Various Purchase Order	Various Purchase Order
PA002	2	Various PHA sites	Energy Performance Contracts	10/29/2021	10/12/2022	\$249,469	\$249,469	\$0	\$249,469	12/31/2023	Purchase Order 499201	Purchase Order 499201
PA002	3	West Mill Place Allegheny West Rafeal Porrata - Doria Place and North 10 Philadelphia	New Development	2/4/2022	6/27/2022	\$150,000	\$150,000	\$0	\$150,000	3/31/2024	Purchase Orders 508173 523382 503484 & 519639	Purchase Orders 508173 523382 519639

- **Commitment Number** – The number of commitments logged as unspent funds in VMS by the PHA. VMS allows for 11 commitments to be logged.
- **Activity** - The specific activity within the category which the MTW PHA is undertaking.
- **Account Type** - Type of projected expenditure from the fields provided for actual expenses or another category to be added by the PHA.
- **Date of Commitment** - (MM/DD/YYYY): The date of the commitment action.
- **Date of Obligation** - (MM/DD/YYYY): The date of the obligation action
- **Funds Committed** - The total amount of HCV funds from the Unspent Fund Source that the PHA is setting aside or earmarking in anticipation of a dedication or obligation for eligible MTW activities in the future. This amount should remain as the committed amount and is not reduced as the commitment moves to obligation.
- **Funds Obligated** - The total amount from the commitment that the PHA dedicates an outlay of expenditure of funds, immediately or in the future, for a specific MTW eligible activity. This amount should remain as the obligated amount and is not reduced as the obligated funds are expended.
- **Funds Expended** - The total of the obligated amount that has been expended on the activity.
- **Remaining Balance** - Calculated as the Funds Obligated –Funds Expended for that given commitment.
- **Projected Date of Full Expenditure** – (MM/DD/YYYY): The date by which the PHA anticipates the funds committed and obligated for this activity will be fully expended.
- **Commitment Type** - The specific action that commits the funds to the activity, such as a Board Resolution, 5-Year Capital Plan, MTW Annual Plan, PHA Annual Plan/MTW Supplement.
- **Obligation Type** - The binding agreement that obligates the funds to the activity, such as a contract executed or purchase/service order. However, in cases of PHA performed MTW eligible activities, and a contract is not necessary, a Board Resolution is the obligating document.
- **Unspent Fund Source:** This section is for MTW PHA reporting of commitments and obligations that have been made for the future expenditure of currently unspent funds. The PHA reports in this field the source of the unspent funds (HCVP).



### 5.3 How to Access the MTW Eligible Expenses Report

To navigate to a drill-through, simply right click on the PHA Code in a table and then navigate to the drill-through option and select the drill-through report that you are interested in viewing. To access the Breakdown of MTW Eligible Expenses, the user should appropriately select “Breakdown of MTW Eligible Expenses” from the drill-through options.



### 5.4 Detailed Breakdown of YTD MTW HAP-Eligible Expenses

The Breakdown of YTD MTW HAP-Eligible Expense chart provides detailed data on year-to-date spending reported in VMS on HAP-eligible expenses for MTW PHAs. The information will be based on the PHA selected when clicking on the drill-through feature. The data dictionary definitions for each of the HAP-eligible expenses is listed below.

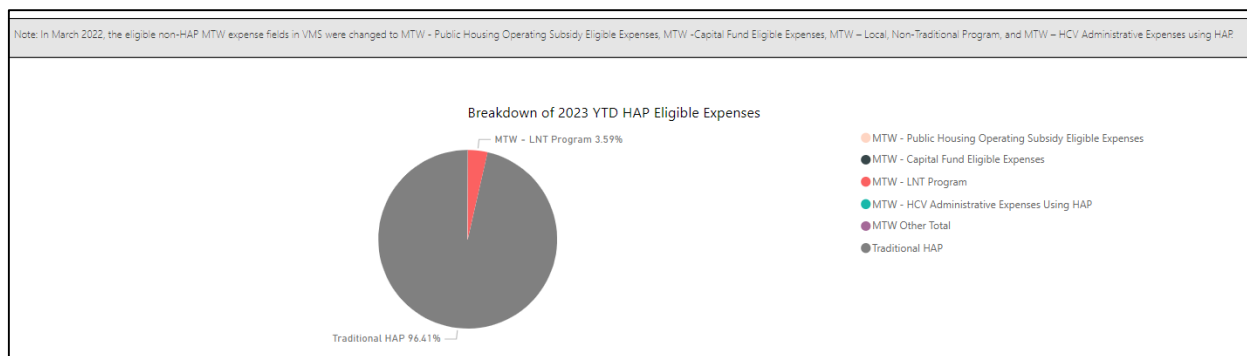
Breakdown of 2023 YTD MTW Expenses per Live VMS								
PHA Code & Name	Traditional HAP	MTW - Public Housing Operating Subsidy Eligible Expenses	MTW - Capital Fund Eligible Expenses	MTW - Local, Non-Traditional (LNT) Program	MTW - HCV Administrative Expenses Using HAP	MTW Other Total	Total MTW Spending with Other	% Non-HAP HAP
AK901 - Alaska Housing Finance Corporation	\$14,524,805	\$0	\$0	\$540,200	\$0	\$0	\$15,065,005	3.59%
<b>Total</b>	<b>\$14,524,805</b>	<b>\$0</b>	<b>\$0</b>	<b>\$540,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,065,005</b>	<b>3.59%</b>

- **Traditional HAP** – The total of traditional housing assistance payment (HAP) funds not associated with special MTW eligible expenses.
- **Pre-VMS Change Eligible non-HAP MTW Expenses** – Prior to a recent change in VMS that was implemented in March 2022, MTW PHAs had the ability to report on other HAP eligible expenses such as: MTW-Development Activities, MTW-Local Housing Program, MTW-Public Housing Rehabilitation, MTW-Debt Service Repayment, and MTW HCV Administrative Expenses. Data reported in these now defunct fields has been aggregated in this category to accurately represent all HAP-eligible expenses in calendar year 2022.

- **MTW-Public Housing Operating Subsidy Eligible Expenses** - The total of HAP funds expended by the PHA on Public Housing Operating Fund eligible expenses. For example, HAP funds expended on the cost of security services in an MTW PHA's public housing facilities.
- **MTW-Capital Fund Expenses** - The total of HAP funds expended by the PHA on Capital Fund Program eligible expenses. For example, HAP funds expended on demolition costs associated with modernization of an MTW PHA's public housing facilities.
- **MTW-Local, Non-Traditional (LNT) Program** - The total of HAP funds expended by the PHA in pursuit of eligible local, non-traditional program expenses. This includes HAP funds used for housing development programs, homeownership programs, rental subsidy programs, and service provision programs per Notice PIH 2011-45 or successor notice.
- **MTW-HCV Administrative Expenses using HAP** - The total of HAP funds expended by the MTW PHA to directly or indirectly administer the HCV program.
- **MTW Other Expenses** - The total of HAP funds expended by an MTW PHA for an activity that does not fit in any other category.
- **Total MTW Spending with Other** = The total of all the HAP reported in the VMS system.
- **% Non-HAP HAP** - Calculated as the percentage of eligible non-HAP MTW expenses (non-traditional HAP) divided by Total HAP including eligible non-HAP MTW expenses.

### 5.5 Pie Chart: Breakdown of YTD HAP Eligible Expenses

The pie chart shows a breakdown of the YTD HAP eligible expenses by category so that the user can examine how the selected MTW PHA is spending their HAP. The data dictionary definitions for each of the HAP eligible categories is listed below.



- **Traditional HAP** - The percentage of total HAP spending that is traditional housing assistance payment (HAP) funds not associated with special MTW eligible expenses.
- **Pre-VMS Change Eligible non-HAP MTW Expenses** - The percentage of total HAP spending that represents HAP-eligible expenses recorded in now-defunct expense

categories in VMS. See Section 6.2 for a more complete list of these defunct expense categories.

- **MTW-Public Housing Operating Subsidy Eligible Expenses** - The percentage of total HAP spending that is expended by the PHA on public housing Operating Fund eligible expenses.
- **MTW-Capital Fund Expenses** - The percentage of total HAP spending that is expended by the PHA on Capital Fund Program eligible expenses.
- **MTW-Local, Non-Traditional (LNT) Program** - The percentage of total HAP spending that is expended by the PHA in pursuit of eligible local, non-traditional program expenses.
- **MTW-HCV Administrative Expenses using HAP** - The percentage of total HAP spending that is expended by the PHA directly or indirectly administers the HCV program.
- **MTW Other Expenses** - The percentage of total HAP spending that is expended by an MTW PHA for an activity that does not fit in any other category.

### 5.6 How to Access the MTW Other Details Report

To navigate to a drill-through, simply right click on the PHA Code in a table and then navigate to the drill-through option and select the drill-through report you are interested in viewing. To access the MTW Other Expense Details the user should appropriately select “MTW Other Details” from the drill-through options.

MTW Agencies Budget Utilization, Reserves and Utilization						
PHA Code & Name		2023 YTD HAP Expenses	Total 2023 Budget Authority (BA)	Total MTW HCV Reserves	Remaining Obligation	
PA002 - Philadelphia Housing Authority		\$79,900,602	\$266,880,216	\$224,251,902	\$21,308	
MI	Share >					
MI	Show as a table >	Community Development	\$144,213,172	\$371,231,653	\$180,554,914	\$18,664
GA	Include >	More City	\$104,850,751	\$313,432,623	\$150,885,447	\$12,466
CA	Exclude >	City of Atlanta Georgia	\$112,029,326	\$291,617,424	\$104,055,238	\$10,367
CA	Exclude >		\$109,613,242	\$307,129,749	\$100,533,529	
CA	Drill through >	MTW Commitment Details	832	\$302,074,193	\$96,736,469	\$34,512
CA	Copy >	MTW Other Details	567	\$168,620,892	\$83,356,957	\$21,817
TX006 - San Antonio Housing Authority		Breakdown of MTW Eligible Expenses	152	\$128,153,233	\$76,070,290	
KY001 - Louisville Metro Housing Authority			\$38,292,267	\$104,317,951	\$58,320,196	\$38,365
CA019 - Housing Authority of the County of San Bernardino			\$50,937,970	\$134,705,490	\$52,469,754	

### 5.7 Detailed Breakdown of MTW Other Expenses

The breakdown of Monthly MTW Other Expenses chart provides detailed data on monthly spending reported in VMS in the MTW other expenses categories. The information will be based on the PHA selected when clicking on the drill-through feature. The data dictionary definitions for MTW other expenses are listed below.

Detailed Description and Breakdown of MTW Other Expenses in 2022								
PHA Code & Name	VMS Date	MTW Other 1	MTW Other 1 Description	MTW Other 2	MTW Other 2 Description	MTW Other 3	MTW Other 3 Description	MTW Other Total
CA063 - San Diego Housing Commission	1/31/2022	\$148,890	MTW initiatives \$117212; Moving Home Non HAP \$20541 Moving Home HAP \$11137 Moving Home count 9	\$179,687	GPNA \$0 UMC 954; Comprehensive Rehab \$ 179686.66	\$112,978	Guardian Scholars HAP \$13446 Guardian Scholars UML 75; Monarch School HAP \$36029 Monarch School UML 24; Moving On prg \$27349 Moving On prg UML 26; LLP Leasing Bonus\$36000; HAP Overlap \$154	\$441,555
CA063 - San Diego Housing Commission	2/28/2022	\$178,677	MTW initiatives \$118359; Moving Home Non HAP \$43144 Moving Home HAP \$17174 Moving Home count 15	\$236,226	GPNA \$0 UMC 954; Comprehensive Rehab \$ 236226.27	\$183,144	Guardian Scholars HAP \$97709 Guardian Scholars UML 73; Monarch School HAP \$36029 Monarch School UML 24; Moving On prg \$27505 Moving On prg UML 26; LLP Leasing Bonus\$21901; HAP Overlap \$0	\$598,047
CA063 - San Diego Housing Commission	3/31/2022	\$187,394	MTW initiatives \$141433; Moving Home Non HAP \$34446 Moving Home HAP \$11515 Moving Home count 26	\$285,642	GPNA UMC 957; Comprehensive Rehab \$ 285642	\$203,487	Guardian Scholars HAP \$88345 Guardian Scholars UML 75; Monarch School HAP \$36412 Monarch School UML 24; Moving On prg \$26798 Moving On prg UML 26; LLP Leasing Bonus\$51760; HAP Overlap \$172	\$676,523
CA063 - San Diego Housing Commission	4/30/2022	\$278,017	MTW initiatives \$204202; Moving Home Non HAP \$64543 Moving Home HAP \$9272 Moving Home count 8	\$624,732	GPNA \$ UMC 959 Comprehensive Rehab \$ 624732	\$124,230	Guardian Scholars HAP \$11490 Guardian Scholars UML 71; Monarch School HAP \$36689 Monarch School UML 24; Moving On prg \$28051 Moving On prg UML 27; LLP Leasing Bonus\$48000; HAP Overlap \$0	\$1,026,979
CA063 - San Diego Housing Commission	5/31/2022	\$166,364	MTW Initiatives \$124703.53 Moving Home HAP \$16160 UMC 15 Moving Home Non-HAP \$25500.11	\$480,373	GPNA \$0 UMC 960; Comprehensive Rehab \$ 480373.28; ;	\$115,932	Guardian Scholars HAP \$10186 Guardian Scholars UML 69; Monarch School HAP \$38222 Monarch School UML 24; Moving On prg \$28024 Moving On prg UML 27; LLP Leasing Bonus\$39500; HAP	\$762,669

- **VMS Date** – Date of VMS reporting period for which the MTW other expenses are entered into the Voucher Management System (VMS).
- **MTW Other 1** - The HAP funding expended by an MTW PHA for an activity that does not fit in any other category.
- **MTW Other 1 Description** – Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.
- **MTW Other 2** - The HAP funding expended by an MTW PHA for an activity that does not fit in any other category.
- **MTW Other 2 Description** – Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.
- **MTW Other 3** - The HAP funding expended by an MTW PHA for an activity that does not fit in any other category.
- **MTW Other 3 Description** – Description of the expenses incurred which do not fit in any other category, in sufficient detail for HUD to ensure expenses are eligible and identifiable.
- **MTW Other Total** = MTW Other 1 + MTW Other 2 + MTW Other 3