

Questions and Answers regarding Form HUD-50075-MTW Moving to Work (MTW) Supplement to the Annual PHA Plan

Updated September 28, 2023

Background: This document contains a listing of questions regarding Form HUD-50075-MTW, also known as the MTW Supplement to the Annual PHA Plan, published on March 24, 2021. The frequently asked questions (FAQ) document for the MTW Supplement to the Annual PHA Plan is relevant to MTW Expansion Agencies¹ operating under the MTW Operations Notice.²

The contents of this document will be updated periodically as questions arise that can be addressed by HUD.

Questions that are new in this version are marked as “**(NEW)**”.

General

1. What is the MTW Supplement to the Annual PHA Plan?

The MTW Supplement to the Annual PHA Plan ([HUD-50075-MTW](#)) is a web-based form which collects information about policies implemented by MTW Expansion Agencies or policies that will be implemented in the future. The MTW Supplement asks for information about each of the MTW Waivers and associated activities that are made possible by the MTW Operations Notice, Safe Harbor Waivers and Agency-Specific Waivers, and a few other types of information. MTW agencies will fill in information/data through a fillable form and the information collected will be stored in a database so that it can be analyzed by HUD. MTW Expansion Agencies use the form to communicate their plans for implementation of Waivers and associated activities, with residents and community stakeholders through required public comment processes, and HUD uses the information collected to monitor and evaluate the MTW Demonstration program. MTW Expansion Agencies will submit the MTW Supplement to HUD annually through an online system and may amend their submission as needed.

2. When can an MTW Expansion Agency submit their MTW Supplement to the Annual PHA Plan?

An MTW Expansion Agency may submit their MTW Supplement to the Annual PHA Plan after the Agency’s MTW Amendment to the Annual Contributions Contract (ACC) has been fully executed by HUD. After the MTW PHA has a fully executed MTW Amendment to the ACC, it may submit the MTW Supplement as part of the next regularly scheduled Annual PHA Plan submission or as an amendment to the current Annual PHA Plan.

¹ The 2016 MTW Expansion Statute authorized HUD to extend the MTW Demonstration Program to an additional 100 public housing agencies (PHAs). MTW Expansion Agencies are PHAs that are fully designated as MTW pursuant to Section 239 of the Fiscal Year 2016 Appropriations Act, P.L. 114-113 (2016 MTW Expansion Statute).

² The Moving to Work (MTW) Operations Notice establishes requirements for the implementation and continued operation of the expansion of the MTW demonstration program pursuant to the 2016 MTW Expansion Statute. The MTW Operations Notice applies to all public housing agencies (PHAs) designated as MTW pursuant to the 2016 MTW Expansion Statute and to any previously designated MTW Agency that elects to operate under the terms of the notice.

3. When is the MTW Supplement to the Annual PHA Plan due every year?

MTW Expansion Agencies must submit the MTW Supplement no later than seventy-five (75) days prior to the beginning of the Agency's fiscal year.

4. Does the MTW Supplement take the place of the Annual PHA Plan submission?

No. The MTW Supplement *does not* take the place of the Annual PHA Plan submission. The MTW Supplement is supplemental to the Annual PHA Plan (i.e., an addendum).

5. Are Qualified Agencies required to submit their Annual PHA Plan every year now that they have been designated as an MTW Agency?

No. Per the [MTW Operations Notice](#), MTW Agencies that are qualified under 24 CFR 903.3(c) are not required to submit the Annual PHA Plan each year, however, Qualified MTW Agencies are still required to submit the MTW Supplement on an annual basis.

6. Can my Agency submit the MTW Supplement to the PHA Plan without submitting the PHA Plan? (NEW)

No. The MTW Supplement must be submitted at the same time as the PHA Plan, PHA Plan amendment, and/or the 5-year Plan.

7. Can my Agency request an extension for submitting the PHA Plan and MTW Supplement? (NEW)

Yes. Extensions may be granted through the HUD Field Office. MTW Expansion Agencies should submit a written request to your assigned representative at the local HUD Field Office. The request should include the Agency's expected submission date.

8. Can an MTW Expansion Agency make changes to the MTW Supplement once it's submitted into the web-based system?

Yes. If you need to make changes to the form after it has been submitted into the web-based system, you will need to contact your designated point of contact at the HUD Field Office and request that your MTW Supplement submission be returned for revisions. After it has been returned for revision, the PHA may make any desired changes and resubmit in the web-based system.

9. How will an Agency be notified of approval or disapproval of the MTW Supplement to the Annual PHA Plan?

MTW Expansion Agencies will be notified of the status of the MTW Supplement via an approval or disapproval letter from the HUD Field Office.

10. Why does my MTW Supplement conditional approval letter state that there are Agency-Specific waiver or Safe Harbor waiver decisions still pending? (NEW)

Where additional review time by HUD is necessary, a conditional approval letter for the PHA Plan and MTW Supplement will state that the waiver decision is pending and the MTW Agency must await further instructions from HUD prior to implementing a Safe Harbor Waiver and/or an Agency-Specific Waiver. MTW Expansion Agencies may begin implementation of the MTW waivers that were included as a part of their approved MTW Supplement.

11. Can the MTW Supplement be amended at any time during the Fiscal Year? (NEW)

Yes. An MTW Expansion Agency may request to amend their MTW Supplement through the online system at any time during the fiscal year. The agency should select “amended annual submission” as the submission type within the web-based system within the web-based system. Agencies must amend their PHA Plan in order to amend the MTW Supplement; these two forms go hand-in-hand.

12. Are MTW Expansion Agencies exempt from being assessed in SEMAP and/or PHAS? (NEW)

MTW Expansion Agencies may opt out of being assessed in SEMAP and/or PHAS. HUD will develop an alternative, MTW-specific assessment system, which may be incorporated into PHAS and SEMAP (or successor assessment system(s)). MTW agencies may not opt out of the MTW-specific successor system(s) once developed. Until the PHAS successor system is implemented, HUD will monitor MTW agency performance through PHAS sub-scores.

Section C – MTW Waivers and Associated MTW Activities

13. Can an MTW Expansion Agency utilize waivers under Housing Quality Standards (Waiver 5) while participating in the Uniform Physical Condition Standards for Vouchers (UPCS-V) Demonstration?

An MTW Expansion Agency may concurrently participate in the UPCS-V Demonstration and the MTW Demonstration. The MTW Expansion Agency may also utilize HQS flexibilities under the MTW Operations Notice.

14. For MTW Waivers and Associated Activities that have been approved in a previous Fiscal Year submission but have not been implemented yet at the time the PHA is drafting its MTW Supplement for the next Fiscal Year (FY), which status category for the waiver should be selected?

The MTW PHA should select “Plan to Implement in the Submission Year” and enter the previously submitted information regarding the waiver/activity.

For example, a PHA has received approval for its FY23 MTW Supplement to the PHA Plan, which includes some MTW Waivers. When this PHA is submitting its FY24 MTW Supplement to the PHA Plan (or an amendment), it has not yet implemented some of these approved

waivers/activities. When drafting and submitting its FY24 MTW Supplement to the PHA Plan, the PHA should select “Plan to Implement in the Submission Year” and can copy and paste information that was submitted in FY23 for those waivers/activities, if it still plans to implement.

Section D – Safe Harbor Waivers

15. How does an MTW Expansion Agency submit a Safe Harbor Waiver request within the MTW Supplement web-based form?

Section D of the web-based MTW Supplement Form, HUD-50075-MTW, asks if the agency is going to submit any requests for approval of Safe Harbor waivers for the current year? If the agency selects yes, it will be asked to upload supporting documentation in Section D.1 of the web-based form. All supporting documentation must be compliant with the [MTW Operations Notice](#).

Section E – Agency Specific Waivers

16. How does an MTW Expansion Agency submit an Agency-Specific Waiver request within the MTW Supplement web-based form?

Section E of the web-based MTW Supplement Form, HUD-50075-MTW, asks if the agency is going to submit any requests for approval of Agency-Specific waivers for the current year? If the agency selects yes, it will be asked to upload supporting documentation in Section E.1 of the web-based form. All supporting documentation must be compliant with the [MTW Operations Notice](#).

Section F – Public Housing Operating Subsidy Grant Reporting

17. What are the reporting requirements for Section F. Public Housing Operating Subsidy Grant Reporting?

An MTW Expansion Agency must fill out the table in Section F. if it receives public housing Operating Subsidy grant funding from HUD. Only public housing Operating Subsidy grant funding awarded in the year the PHA is designated an MTW Agency and in subsequent years must be reported in this table. The Agency must add additional rows for Federal Fiscal Years beyond 2023, as applicable.

All PHAs, including MTW Agencies, must expend federal funds no more than five (5) years after the period of availability for obligation expires. For public housing Operating Subsidy grant funding, the period of availability for obligation ends at the end of the fourth Federal Fiscal Year (i.e., the period of availability for obligation of FY 2021 funds ends 9/30/2024). Pursuant to the account closing law, PHAs must expend all Operating Subsidy grant amounts within five years of this date (i.e., for FY 2021 funds, the account will close, and funds will no longer be legally available for any purpose on 9/30/2029). The reporting deadline will always be listed as 9/30 for the month and date.

18. What amount should be reported in the “Total Operating Subsidy Authorized Amount” in the “Public Housing Operating Subsidy Grant Reporting” Section F of the MTW Supplement?

The PHA should report on the amount of Operating Funding that it received in each Fiscal Year the PHA is designated an MTW PHA.

19. What time frame should the Agency use for reporting in the “How Much PHA Disbursed by the 09/30 Reporting Period” column?

The total reported expenditures should be the cumulative expenditures that have occurred at the time of the Federal Fiscal Year-end close. For instance, reporting on a PHA’s 2021 allocation would be the amount expended between October 1, 2020-September 30, 2021.

Section G – MTW Statutory Requirements

20. What are the reporting requirements for Section G. MTW Statutory Requirements?

All MTW Expansion Agencies are required to complete sections G.2 *Establishing Reasonable Rent Policy* and G.5 *Housing Quality Standard*, by submitting a recently signed MTW Certifications of Compliance, which certifies that the Agency is compliant with the Housing Quality Standards requirement.

21. What sections should MTW Expansion Agencies with Local, Non-Traditional Housing Programs complete?

Sections G.1 MTW Statutory Requirements; G.3 Substantially the Same (STS); and G.4 Comparable Mix (by Family Size) should be completed by Expansion PHAs with LNT, programs. If these fields are not applicable, enter zeros (0s) to complete the form. These are numeric fields, so “N/A” will not be accepted as a valid entry.

Section H – Public Comments

22. How is the MTW Supplement to the PHA Plan public process different from the PHA Plan public process for non-MTW Agencies? (NEW)

All PHAs are required, per the Annual PHA Plan regulations, to go through a public process prior to submitting their PHA Plan to HUD.

MTW Expansion Agencies must consider, in consultation with the Resident Advisory Board (RAB) and tenant association, as applicable, all of the comments received at the public hearing to determine which MTW flexibilities they wish to pursue.

The comments received by the public, RABs, and tenant associations must be submitted by the MTW Agency, along with the description of how the comments were considered, as a required attachment to the MTW Supplement.

As described above, PHAs must submit comments and responses for all Safe Harbor and Agency-Specific Waivers, which are to be held in an additional public meeting. The public comment process must include the Supplement and all uploaded attachments.

Section I – Evaluations

Section J – MTW Certifications of Compliance

23. Are MTW Expansion Agencies required to submit both the PHA Plan Certifications of Compliance form and the MTW Certifications of Compliance form?

Yes, MTW Expansion Agencies are required to submit both certifications when submitting the Annual PHA Plan and MTW Supplement. If an agency is qualified and only submitting the MTW Supplement, then it is only required to submit the MTW Certifications of Compliance form for that submission.

Technical Assistance

24. How do I gain access to the MTW Supplement web-based system? (NEW)

The MTW Supplement web-based form is located within the Housing Information Portal (HIP) system. The MTW Agency's Executive Director must request for users to be added via the system user access request document. For more detailed steps in gaining access, please see the [Getting Started with the MTW Supplement Module](#) for PHA users.

25. Where can I go for technical assistance with the MTW Supplement web-based system? (NEW)

For technical support, please contact the REAC Technical Assistance Center (TAC) using the information below and/or visit the [MTW Supplement Module PHA User Known Issues](#) list on the HIP Training page.

REAC Technical Assistance Center (TAC) by phone: 888-245-4860, option 9 OR by email: REAC_TAC@hud.gov

Please be sure to include a thorough description and provide screenshots to better describe the technical issue.

Please also refer to the following for additional support:

- [MTW Operations Notice](#)
- [MTW Operations Notice FAQ](#)
- [Getting Started with the MTW Supplement Module \(PHA Users\) \(NEW\)](#)
- [How to Use the System Module \(PHA Users\) \(NEW\)](#)
- [MTW Supplement – Forms, Instructions, and Guidance](#)
- [MTW Supplement Training Materials for External and Internal Users](#)