

MTW Training Series: Voucher Management System (VMS) Release Training

Case Study

August 3, 2022

Instructions: Below is a case study that will be covered during the Voucher Management System Release Training webinar. You will be presented with information regarding a fictional MTW PHA's planned activities using their HCV reserves. Please read the case study background information carefully and read the questions that accompany the case study. This case study will occur during the webinar, and you do not need to read the case study prior to the beginning of the webinar. Additional information regarding how the discussion for the case study will be provided on the day of the webinar. The purpose of this case study is to apply what you have learned during the webinar session.

Background: The Anytown Housing Authority (AHA) is located in Anytown, USA. Jason Shellstrop is the Executive Director of AHA and AHA is an MTW Expansion PHA.

Mr. Shellstrop has hired you to serve as a consultant to assist AHA with VMS reporting. You will be working with Anytown's CFO, Victor Scissorhands on this project. He has a list of questions for you to answer. Please complete the following questions.

- 1) The agency's CFO, Victor Scissorhands reports that the agency spent \$75,000 of Housing Assistance Payment (HAP) funds on security services at two of Anytown's public housing properties in July 2022. What field in VMS should the agency report these expenditures in for August 2022?

Answer: MTW-Public Housing Operating Subsidy Eligible Expenses

- 2) Victor also reports that the agency spent \$25,000 of HAP funds on the purchase of an electronic application and waitlist management system for its HCV programs in July 2022. What field in VMS should the agency report this expenditure in for August 2022?

Answer: MTW-HCV Administrative Expenses Using HAP

- 3) AHA's Board passed a resolution that provides funding to start an agencywide landlord incentives program in July 2022. This program will provide incentive payments to area landlords to accept HCV vouchers. The program has just been passed but there are no written policies and procedures in place nor a staffing plan in place to implement the program. In the table below is additional information about this program.

Activity Name	Total Funding Amount	Type of Document
AHA Landlord Incentives Program	\$1 million	Board Resolution 22-15

- a) Given the information provided to you, would the Board Resolution supporting the creation of the Landlord Incentives program be treated as a commitment or obligation? Why or why not?

Answer: The Board Resolution in this scenario would be an example of a commitment and obligation of funds. This is an example of an MTW eligible activity conducted by the PHA and the funding has been allocated for the program. In VMS, the AHA would want to report this as a commitment and obligation until the policies and procedures are created and staff hired to run the program.

b) In September 2022, the Director of AHA’s Housing Programs, Victor Garber, has completed the policies and procedures for the Landlord Incentives program and has hired staff to administer the program. By September 15, the agency has expended \$200,000 in support its goal of finding 1,000 new units of HCV housing for its tenants.

i. When reporting the September data in VMS, what is the amount of money that the agency should report in Funds Committed?

Answer: \$1 million because the Board Resolution 22-15 allocated \$1 million in support of the program.

ii. What should AHA report in the Type of Commitment field?

Answer: AHA should report Board Resolution 22-15 in its Type of Commitment field.

iii. What is the amount of money that the agency should report in Funds Obligated?

Answer: \$1,000,00 because the agency is conducting the work “in-house.”.

iv. What should AHA report in the Type of Obligation field?

Answer: AHA should report Board Resolution 22-15 in its Type of Obligation field.

v. What should AHA report in the Funds Expended from Commitment/Obligation in VMS?

Answer: AHA should report \$200,000.

4) AHA is in a town with a lack of affordable housing. Consequently Mr. Shellstrop and the senior agency leadership determine that more affordable housing needs to be developed. As a first step, AHA needs to acquire land for future developments. Below is additional information regarding this program.

Activity Name	Total Funding Amount	Type of Document
AHA Land Acquisition	\$10 million	MTW/MTW Supplement to PHA Plan

a. AHA proposes the land acquisition in its MTW Supplement to the PHA Plan/MTW Plan. Mr. Scissorhands has asked you to complete their VMS reporting on commitments and obligations. Should the agency report their land acquisition activity described as a commitment or obligation in VMS?

Answer: AHA would report the land acquisition activity as a commitment in VMS because the project is at an initial planning stage. No land has been identified, the activity has just been proposed in the MTW Supplement/MTW Plan, and the agency is just getting started on the project.