

HUD Form 50900

Elements for the Annual MTW Plan and Annual MTW Report

Part I: Overview of the New Form



Ivan Pour, MTW Program Director

Laurel Davis, MTW Coordinator

Alison Smith, MTW Coordinator

About this Session

PURPOSE

- During this session, we will provide an overview of the revised HUD Form 50900.
- A second, separate webcast is available that includes more in-depth information on the applicability and implementation of Standard Metrics.
- Many of the questions we have received from Moving to Work (MTW) public housing agencies (PHAs) thus far are incorporated into this webcast.
- Please note that this session is designed primarily for the benefit of MTW PHAs, although it may also be helpful to HUD Field Office and Headquarters staff working with MTW PHAs.



About this Session

LOGISTICS

- Today's training session is not live, so you cannot submit questions to be answered during the webcast.
- If you have questions not addressed during the session, please send them to: **mtw-info@hud.gov**.
- Questions will be addressed via HUD's Frequently Asked Questions (FAQ) document on the MTW website at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/mtw/50900.
- There will be no 'breaks' during the webcast but you can pause the presentation if necessary. You can also rewind to review content again or stop watching and come back to watch it at a later date.



About this Session

OVERVIEW

- This presentation will follow the order of the new HUD Form 50900, going section-by-section through the Form.
- During the session, you should have a hard copy of the new Form available that you can use to follow along.
- Many pieces of the Form are too large or complex to show onscreen during this webcast.



General Instructions for MTW Plans and Reports



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General Instructions

SECTION NUMBERING

- In an effort to streamline the Form, two sections that appeared in the prior version no longer appear in this version. These include:
 - *Non-MTW Information* → is removed from the Form, but if an MTW PHA still wishes to provide this information it can be done via an appendix.
 - *Long-Term MTW Plan* → is combined with Section I: Introduction.
- The sections of the new Form are:
 - *Section I: Introduction*
 - *Section II: General Housing Authority Operating Information*
 - *Section III: Proposed MTW Activities*
 - *Section IV: Approved MTW Activities*
 - *Section V: Sources and Uses of Funds*
 - *Section VI: Administrative*



General Instructions

FORMAT REQUIREMENTS

- Fixed Format
 - *Sections II and V of the Form* → must use the tables from the Microsoft Excel version of the new Form 50900. Affirmative responses must be provided in each box. An "N/A" should be used for narrative boxes and "X" should be used for numerical boxes as applicable. Do not leave any blank.
 - *HUD Standard Metric Table Format* → must use the format/layout of Standard Metric elements as included in the Form 50900.
 - *All Fixed Formats* → MTW PHAs may (and often should) provide narrative information in addition to the standard tables/metrics to avoid confusion and provide additional context.
- Flexible Format
 - Sections I, III, IV, VI and the applicable Appendices may be formatted according to the MTW PHA's discretion.
 - What does flexible format mean?



General Instructions

SUBMISSION REQUIREMENTS

- Dissemination
 - Initial submission of an MTW Plan/Report should be done via an electronic submission to the MTW PHA's local HUD Field Office and MTW Coordinator.
 - HUD prefers to receive files via email, so that they can be shared via email with other HUD offices.
 - Submissions via CD, DVD, or USB flash drive should only be used if the file is too large to transmit via email, and cannot be reduced in size. MTW PHAs that believe this is the case should notify their MTW Coordinator in advance for guidance on how to reduce the size of the document.
 - FTP and other forms of web-based downloads should only be used with prior approval from the MTW Program Director.



General Instructions

SUBMISSION REQUIREMENTS (cont.)

- File Type
 - A searchable PDF or Microsoft Word document are the acceptable file types for the body of the MTW Plan/Report. MTW PHAs should **NOT** submit scanned PDF files.
 - Appendices/supplemental materials may be provided in other formats if necessary.
 - HUD prefers all components of the MTW Plan/Report to be in one file. If this is not possible, the body should be in one document and the appendices/supplements in one or more additional files, as necessary.
 - MTW PHAs are also required to submit the completed Microsoft Excel file for Sections II and V when submitting the Plan/Report electronically.



General Instructions

SUBMISSION REQUIREMENTS (cont.)

- Hard Copy
 - Upon approval/acceptance of the MTW Plan/Report, the MTW PHA should submit both a hard copy and an electronic copy of the final document(s) to its local HUD Field Office and MTW Coordinator.



Section-by-Section Instructions for MTW Plans and Reports



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Section-by-Section Instructions

SECTION I: INTRODUCTION

- MTW PHAs will discuss short and long-term MTW goals and objectives in this section.
- This revised section combines two sections from the former version of HUD Form 50900.



Section-by-Section Instructions

SECTION II: GENERAL HOUSING AUTHORITY OPERATING INFORMATION

- MTW PHAs will use the pre-formatted Microsoft Excel file to complete, copy, and paste tables into the MTW Plan/Report.
- The Microsoft Excel file must be provided separately with the MTW Plan/Report submission to HUD. Edited/updated tables should be provided with each additional version submitted.
- If an MTW PHA has historical tables it wishes to provide, in addition to the tables in the HUD Form 50900, these tables may be provided in an appendix to the MTW Plan/Report. These tables should not be included in the body of the MTW Plan/Report.



Section-by-Section Instructions

SECTION III: PROPOSED MTW ACTIVITIES and SECTION IV: APPROVED MTW ACTIVITIES

- MTW PHAs must incorporate HUD Standard Metrics for all Proposed MTW Activities and Approved MTW Activities in the “Implemented” category. More information on the HUD Standard Metrics is available in a separate webcast.



Section-by-Section Instructions

SECTION IV: APPROVED MTW ACTIVITIES

- MTW PHAs should arrange all currently approved MTW activities into one of four categories: Implemented Activities, Not Yet Implemented Activities, On Hold Activities or Closed Out Activities.
- *Significant Changes to Activities* → these are defined as changes that require a change in MTW authorization(s) OR a change to the nature and/or scope of an activity that has a potential impact on residents. Such changes will require the activity to be re-proposed in 'Section III: Proposed MTW Activities' and are subject to the associated public process requirements. For a determination on whether a change to an activity is considered significant, MTW PHAs should contact their MTW Coordinator.



Section-by-Section Instructions

SECTION V: MTW SOURCES AND USES OF FUNDS

- MTW PHAs will use the pre-formatted Microsoft Excel file to complete, copy, and paste tables into the MTW Plan/Report.
- The Microsoft Excel file must be provided separately with the MTW Plan/Report submission to HUD. Edited/updated tables should be provided with each additional version submitted.
- If an MTW PHA has historical tables it wishes to provide, in addition to the tables in the HUD Form 50900, these tables may be provided in an appendix to the MTW Plan/Report. These tables should not be included in the body of the MTW Plan/Report.



Section-by-Section Instructions

SECTION VI: ADMINISTRATIVE

- *Board Resolution* → this is required for the Annual MTW Plan and any MTW Plan Amendment(s) only. There is no required format, but the resolution must: adopt the Annual MTW Plan (or Amendment as applicable), include the prescribed Certifications of Compliance and be signed by the Board of Commissioners and/or other authorized MTW PHA official.
- *Certification of Meeting the MTW Statutory Requirements* → this is required for the Annual MTW Report only. There is no required format, but the certification must cover the three statutory requirements mentioned in the HUD Form 50900.



Section-by-Section Instructions

ADDITIONAL APPENDIX ITEMS

- The MTW PHA may submit additional appendix items that it deems appropriate.
- The MTW PHA may be required to submit additional appendix items as determined by the scope of their MTW program (such as Replacement Housing Factor Plan, Local Asset Management Plan, etc.)



I. Introduction



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I. Introduction

- *Submission Date*
 - The cover or the table of contents page should include all submission dates chronologically, so it is clear which version of the document a reader is referencing. The date given should be the date the MTW PHA submitted the applicable version to HUD.
- *Table of Contents*
 - Sections and subsections should be listed in the same order as on the HUD Form 50900.
 - Any appendices should be included (denoting letter/number and title).
 - Page numbers should be included for all sections and subsections.



I. Introduction

- *Short-Term and Long-Term MTW Goals and Objectives*
 - MTW PHAs should define short- and long-term goals in the Plan. The MTW PHA would then give accomplishments on those defined short- and long-term goals in the Report.
 - Any non-MTW aspects that are included should be clearly delineated.
 - When HUD reviews this information, it will be looking to ascertain the specific goals, so clearly distinguishing each goal is critical. An added benefit is that this will be easier to compare between the Plan and Report.
 - All goals set forth do not have to be met, they simply represent the policy and program directions of the MTW PHA.



II. General Housing Authority Operating Information



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II. General HA Operating Information

ANNUAL MTW PLAN

- *Housing Stock Information → Planned New Public Housing Units to be Added in the Fiscal Year*
 - A development name/number should be provided for every entry. Where these are not yet available, the MTW PHA should work with the HUD Field Office to establish one.
 - A population type must be given from the options provided. If an MTW PHA wishes to create an additional population type, a description must be included.
 - The number of UFAS units to be added are divided into "Fully Accessible" and "Adaptable." For more information on definitions for these terms, please see the FAQ on the MTW website.



II. General HA Operating Information

ANNUAL MTW PLAN

- *Housing Stock Information → Planned New Public Housing Units to be Removed in the Fiscal Year*
 - MTW PHAs should include here only units that they believe will come out of inventory in the plan year. Planned unit removals that are more long-term in nature may be described in Section I.
 - When giving an explanation on the reason for the removal, MTW PHAs should provide some detail on the property and why it is being removed beyond the categorical name required in the Demolition/Disposition application.



II. General HA Operating Information

ANNUAL MTW PLAN

- *Housing Stock Information → New Housing Choice Vouchers to be Project-Based During the Fiscal Year*
 - Specific property information and descriptions are only required for HCVs to be newly project-based in the plan year.
- *Housing Stock Information → Other Changes in the Housing Stock Anticipated During the Fiscal Year*
 - MTW PHAs may use their discretion to include other housing stock changes that would be relevant to HUD and/or stakeholders.
- *Housing Stock Information → General Description of All Planned Capital Fund Expenditures During the Plan Year*
 - A narrative description of planned capital expenditures is necessary. MTW PHAs may not simply refer the reader to the Annual Statement.



II. General HA Operating Information

ANNUAL MTW PLAN

- *Leasing Information → Planned Number of Households Served at the End of the Fiscal Year*
 - This information should be provided as both a snapshot at the end of the fiscal year and as an annualized number.
- *Leasing Information → Reporting Compliance with the MTW Statutory Objectives*
 - For the purposes of this section, “out of compliance” refers to an MTW PHA that has received a designation of “not-compliant” under the Baselines Notice (PIH 2013-02) and/or an MTW PHA that is told in writing by the MTW Office that it is not compliant with one of the other two statutory requirements.
 - MTW PHAs in any of the “substantially compliant” categories under the Baselines Notice are in compliance with that requirement and therefore do not need to report in this section on that point.



II. General HA Operating Information

ANNUAL MTW PLAN

- *Leasing Information → Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional units and Possible Solutions*
 - Information should be provided in this section for any housing program that will not be fully leased/occupied.
 - Information related to challenges should be provided.
 - Information related to other uses of the block grant that affect leasing should be provided (capital uses, service programming, etc.)



II. General HA Operating Information

ANNUAL MTW PLAN

- *Wait List Information* → *Wait List Information Projected for the Beginning of the Fiscal Year*
 - Any wait list described as “open” or “partially open” in the top tables should have an entry under the types of populations that are eligible.
 - If an MTW PHA is planning a wait list opening in the plan year, this should be described in the “organizational structure change” table. Information on how the agency will manage the opening is helpful in this table.



II. General HA Operating Information

ANNUAL MTW REPORT

- *Housing Stock Information → Other Changes to the Housing Stock that Occurred During the Fiscal Year*
 - If a change was listed in the analogous section of the Plan, it must be included in this section of the Report. If the change did not actually occur, the MTW PHA should describe this in the box provided.
 - If units were actually added that were not included in the Plan, the MTW PHA should explain this in the box provided.
- *Housing Stock Information → General Description of Actual Capital Fund Expenditures During the Plan Year*
 - The information that the MTW PHA provided in the analogous section in the Plan should be updated to allow for easy comparison.



II. General HA Operating Information

ANNUAL MTW REPORT

- *Housing Stock Information → Overview of Other Housing Owned and/or Managed by the PHA at the Fiscal Year End*
 - If one of the Housing Programs available in the list provided is not applicable, the MTW PHA may choose "Other." If choosing "Other" the MTW PHA should provide a description in the space provided.



II. General HA Operating Information

ANNUAL MTW REPORT

- *Leasing Information → Actual Number of Households Served at the End of the Fiscal Year*
 - Only information related to local, non-traditional units need be provided in this section. Information on public housing/vouchers will be gathered by HUD from HUD systems.
 - The numbers provided in the “Planned” column should match the information that the MTW PHA provided in the Plan on this point.
 - In the section on “services only” households MTW PHAs should make a good faith effort: to not include residents of public housing/voucher/local, non-traditional residents units, provide a de-duped number, and serve only participants at or below 80% of AMI.



II. General HA Operating Information

ANNUAL MTW REPORT

- *Leasing Information → Reporting Compliance with Statutory MTW Requirements: 75% of Families Assisted are Very Low-Income*
 - Historical information provided in this section should stay the same from year to year. MTW PHAs should not retroactively change previously reported figures.
 - Information should begin as applicable (MTW PHAs are not required to provide figures from before this form was published).



II. General HA Operating Information

ANNUAL MTW REPORT

- *Leasing Information → Reporting Compliance with Statutory MTW Requirements: Maintain Comparable Mix*
 - The MTW PHA's perspective on non-MTW adjustments to the distribution of households sizes should be given, but those numbers and reasons may need to be discussed further with HUD.
 - In the "Mix of Family Sizes Served" table, the baseline percentages should remain static across documents.
 - Justifications given need not necessarily be negative.
 - Whole numbers should be provided (round up/down where appropriate).



II. General HA Operating Information

ANNUAL MTW REPORT

- *Leasing Information → Description of any Issues Related to Leasing of Public Housing, Housing Choice Voucher or Local, Non-Traditional Units and Solutions at Fiscal Year End*
 - The issues contained in the MTW Plan should carry over to the MTW Report.
 - The MTW PHA may also add any issues that arose that were not anticipated. Where this was the case, the MTW PHA should state this to indicate why an analogous entry is not contained in the plan.



II. General HA Operating Information

ANNUAL MTW REPORT

- *Leasing Information → Number of Households Transitioned to Self-Sufficiency by Fiscal Year End*
 - MTW PHAs should provide an aggregated, de-duped figure on households transitioned to self-sufficiency for each locally defined category of self-sufficiency. The figures should be aggregated from the “Self-Sufficiency #8” Standard Metric.
 - More information on this topic will be provided in Part II of this webcast on “Using the Standard Metrics.”



II. General HA Operating Information

ANNUAL MTW REPORT

- *Wait List Information* → *Wait List Information at Fiscal Year End*
 - Again, the information in this section should carry over from the year's MTW Plan to allow for easy comparison.



III. Proposed MTW Activities: HUD approval requested



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III. Proposed MTW Activities

ANNUAL MTW PLAN

- All required elements should be listed in the body of the MTW Plan and grouped by each MTW activity.
 - A summary table can be included at the beginning of the section if an MTW PHA prefers, but all required elements should still be included with each individual activity later in the section.
- When naming a proposed activity, the name of the activity should capture the flexibility being employed.
- Activities should be numbered in some way to make them easier to refer to. The numbering should be consistent year to year.



III. Proposed MTW Activities

ANNUAL MTW PLAN

- Before proposing an activity in the MTW Plan, the activity should be fully developed so that it will be ready to implement soon after MTW Plan approval.
 - If activities are not thought through enough for HUD to understand how MTW flexibility will be used, how the activity will function, what the impacts of the activity will be, etc. then HUD will request additional information. In some cases HUD may require that the MTW PHA pull the activity from the current MTW Plan and re-propose it after further planning and development.
 - If an MTW PHA has question regarding whether an activity is developed enough to propose in the MTW Plan, they should contact their MTW Coordinator.



III. Proposed MTW Activities

ANNUAL MTW PLAN

- *Activity Description* → *the MTW PHA must:*
 - A. Describe each proposed MTW activity
 - B. Describe how each proposed activity will achieve one or more of the three statutory objectives
 - C. Identify and discuss the anticipated impact of each proposed MTW activity on the stated objective(s)
 - D. Provide the anticipated schedules for achieving the stated objective(s).



III. Proposed MTW Activities

ANNUAL MTW PLAN

- *Activity Metrics Information* → *the MTW PHA must:*
 - E. Provide the metric(s) from the "Standard HUD Metrics" section that will be used to quantify the changes that the MTW PHA anticipates as a result of the MTW activity
 - F. Give the baseline performance level for each metric (a numeric value) prior to the implementation of the MTW activity
 - G. Give the yearly benchmarks for each metric (a numeric value)
 - H. Describe the final projected outcome(s) of the MTW activity for each metric
 - I. Give the data source from which metric data will be compiled.



III. Proposed MTW Activities

ANNUAL MTW PLAN

- *Need/Justification for MTW Flexibility* → *the MTW PHA must:*
 - J. Cite the authorization(s) detailed in Attachment C or D of the Standard MTW Agreement that gives the MTW PHA the flexibility to conduct the activity
 - K. Explain why the cited authorization from Attachment C or D is needed to engage in this activity

Every reasonable effort will be made by the agency to reference the complete and correct authorizations from Attachment C or D that are applicable to a particular activity when proposing the activity. A failure to cite the correct or entire statute or regulation will require a technical revision to the activity to include the correct authorization from Attachment C or D of the agency's Standard MTW Agreement.



III. Proposed MTW Activities

ANNUAL MTW PLAN

- *Additional Information for Rent Reform Activities*
 - HUD defines rent reform as any change in the regulations on how rent is calculated for a household. Any policy that an MTW PHA enacts that alters the rent calculation would be considered a type of rent reform and will require an impact analysis.
 - Examples include (but are not limited to): alternate recertification periods, changes to utility allowances, standard deductions, flat rents, and tiered rents.
 - MTW PHAs must provide the following information for all rent reform activities:
 - Impact Analysis
 - Hardship Case Criteria
 - Annual Reevaluation of Rent Reform Activity
 - Transition Period



III. Proposed MTW Activities

ANNUAL MTW REPORT

- There will be no proposed activities in the MTW Report, as all 'approved activities' now are reported in Section IV.
- Although this section will be blank, a placeholder for the section should still be included, to ensure numbering/formatting remains the same.



IV. Approved MTW Activities: HUD approval previously granted



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IV. Approved MTW Activities

ANNUAL MTW PLAN

- *Implemented Activities*
 - A year should be provided for the year the activity was first approved AND first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.
 - Updates on the status of the activity must be clearly stated as such.
 - If an implemented activity is being re-proposed in Section III because of a significant change/modification, a placeholder should be contained in this section explaining where the activity information appears.



IV. Approved MTW Activities

ANNUAL MTW PLAN

- *Not Yet Implemented Activities*
 - A year should be provided for when the activity was first approved.
 - The description of the activity must be comprehensive enough that a reader unfamiliar with it may understand it. It should be accompanied with an explanation as to why the activity has not yet been implemented.
 - The update provided should discuss what steps the MTW PHA plans to take towards implementation of the activity in the plan year.
 - The timeline for implementation may not be open ended. Although HUD is not requiring any specific period of time, dates must be provided and the MTW PHA must be actively moving towards implementation.



IV. Approved MTW Activities

ANNUAL MTW PLAN

- *Activities on Hold*
 - A year should be provided for the year the activity was first approved, first implemented and placed on hold (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.



IV. Approved MTW Activities

ANNUAL MTW PLAN

- *Closed Out Activities*
 - A year should be provided for the year the activity was first approved and first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.



IV. Approved MTW Activities

ANNUAL MTW REPORT

- *Implemented Activities*
 - A year should be provided for the year the activity was first approved and first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.
 - In the descriptive section, narrative information comparing baselines and benchmarks to outcomes should be provided.
 - The description should relate back to information provided in the MTW plan. For example, if an MTW PHA provided a potential update in the MTW Plan and it did not occur, then that should be explained in the MTW Report as well.



IV. Approved MTW Activities

ANNUAL MTW REPORT

- *Not Yet Implemented Activities*
 - A year should be provided for the year the activity was first approved and first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.
 - The discussion of actions taken toward implementation in the plan year should relate to the implementation timeline provided in the MTW Plan.



IV. Approved MTW Activities

ANNUAL MTW REPORT

- *Activities on Hold*
 - A year should be provided for the year the activity was first approved and first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.
 - The discussion of actions taken toward implementation in the plan year should relate to timeline provided in the MTW Plan.



IV. Approved MTW Activities

ANNUAL MTW REPORT

- *Closed Out Activities*
 - A year should be provided for the year the activity was first approved and first implemented (these years may or may not be the same).
 - The description must be comprehensive enough that a reader unfamiliar with it may understand it.
 - The “final outcome” may or may not include metrics depending on the data the MTW PHA has available on the activity.



V. Sources and Uses of Funds



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V. Sources and Uses of Funds

ANNUAL MTW PLAN

- *Estimated Sources and Uses of MTW Funding for the Fiscal Year*
 - This information should be given in the standard tables according to FDS line item.
- *Activities that Will Use Only MTW Single Fund Flexibility*
 - MTW PHAs should provide detailed information on how the MTW block grant is used flexibly across programs. If the MTW PHA does not utilize fungibility, this should be stated.
- *Local Asset Management Plan*
 - This information should be provided as applicable.



V. Sources and Uses of Funds

ANNUAL MTW REPORT

- *Actual Sources and Uses of MTW Funding in the Fiscal Year*
 - Please note that it is no longer necessary for MTW PHAs to provide this information in the MTW Report. HUD will utilize FDS submissions to obtain this data.
- *Activities that Used Only MTW Single Fund Flexibility*
 - Again, MTW PHAs should relate information reported in this section to the analogous information provided in the MTW Plan to allow for comparison.
- *Local Asset Management Plan*
 - This information should be provided as applicable.
- *Unspent MTW Funds*
 - MTW PHAs are not yet required to provide this information until subsequent guidance is available.



VI. Administrative



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Section VI. Administrative

ANNUAL MTW PLAN

- *MTW PHAs must provide:*
 - A. Resolution adopting the Annual MTW Plan Certification of Compliance
 - B. Information on the public process conducted by the PHA
 - C. Description of formal evaluations of the agency's MTW program and/or activities
 - D. Annual Statement/Performance and Evaluation Report (HUD 50075.1) for MTW and non-MTW Capital Fund grants



Section VI. Administrative

ANNUAL MTW REPORT

- *MTW PHAs must provide:*
 - A. General description of any HUD reviews, audits or physical inspection issues that require the agency to take action to address the issue
 - B. Results of PHA-directed evaluations
 - C. Certification that the agency has met the 3 MTW Statutory Requirements



Certifications of Compliance



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Certifications of Compliance

CHANGES FROM PRIOR VERSION

- Read this new version before signing. Some of the actual certifications have changed.
- The Certification must now be signed by the Chairman or Secretary of the Board of the MTW PHA's legislative body.
 - An MTW PHA employee can sign the Certification if authorized by the board. For example, an executive director acting as the board's secretary could sign the certification.



Other Resources



www.hud.gov/mtw

OTHER RESOURCES

HUD FORM 50900 WEBPAGE

Those looking for additional information on the implementation of the new HUD Form 50900 should go to :

http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/mtw/50900

This website contains:

- Form 50900 FAQ (this document will be updated regularly)
- Links to PDF and Microsoft Excel versions of Form 50900
- Links to this webcast providing an overview of the entire HUD Form 50900, the webcast on Standard Metrics and accompanying handout.



Additional Questions

Please email:

mtw-info@hud.gov

with any questions not answered on this
webcast.



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