



HOUSING AUTHORITY USER MANUAL

Public and Indian Housing (PIH)

Real Estate Assessment Center (REAC)

Inventory Management System (IMS)

MTW Module

Reports sub Module

*U.S. Department of Housing and Urban Development
(HUD)*

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1.0 MTW



1 MTW

MTW module of the IMS PIC system allows HUD to obtain the information about the people who participate in the MTW (Moving to Work) programs. PHAs (Public Housing Agencies) use the MTW module to electronically submit the data about the tenants to HUD.

The Form HUD-50058 MTW allows the users to capture information about residents who live in public and assisted housing and participate in the MTW Demonstration program. The form contains:

- Demographic information for all members of the household
- Citizenship information
- Income information
- Rent information

PHAs that participate in the MTW Demonstration program collect and transmit data from the Form HUD-50058 MTW and send it electronically to HUD. HUD officers use the information for the following purposes:

- Support the analysis of policy, legislative, budget, and program management initiatives and evaluations.
- Monitor the MTW Demonstration program.
- Provide demographic information on program participants to support HUD management, HUD Field Office, and PHA program objectives.
- Monitor compliance with income reporting requirements and related eligibility factors.
- Produce demographic information that describes the present occupancy of resident communities to Congress, other Federal agencies, and special housing-related interest groups.
- Perform income matching with the Social Security Administration and other agencies.

MTW module consists of the **Data Collection** sub module, **Viewer** sub module and **Reports** sub module. The **Data Collection** sub module allows the user to submit the MTW file to HUD for processing. The **Viewer** sub module allows the user to view certain sections of MTW form that the user submitted for the tenants. The **Reports** sub module allows the user to run the MTW Delinquency report in order to view statistical data for a specific PHA.



1.1 REPORTS

The **Reports** tab of the **MTW** module allows the user to run the MTW Delinquency Report. To run the MTW Delinquency report, the user must select the desired PHA from the list of available PHAs. Then, the user must click the **Reports** button to generate the MTW Delinquency report (see **Error! Reference source not found.**Figure 1).

The screenshot shows a web interface for generating a report. At the top, there is a 'Reports' tab and a sub-tab labeled 'MTW Delinquency'. Below this, there is a section titled 'Housing Authorities'. Underneath, there is a label 'Select Housing Authority from:' followed by a dropdown menu showing 'AK001'. Below the dropdown menu is a button labeled 'Reports'.

Figure 1: The MTW Delinquency report settings

1.1.1 MTW Delinquency Report

The **MTW Delinquency** report displays the reporting rate for the selected PHA for every program type that the PHA supports (see **Error! Reference source not found.**Figure 2).

The first tier of the report displays the detailed data about the PHA that the report is run for, including the effective dates of the report.

The MTW Delinquency Report allows the user to view how many Form 50058 MTW submissions a PHA has submitted over a period of time. It includes the Form 50058 MTW submissions for public housing, certificates, vouchers, and Mod Rehab program types. It also includes the number of Form 50058 MTW submissions that is planned for the PHA.

This report includes information from the most recent Form HUD 50058 MTW with effective dates over the last 40 months and action types New Admission (2a = 1), Annual Reexamination (2a = 2), Interim Reexamination (2a = 3), Portability Move-In (2a = 4), Other Change of Unit (2a = 7), Flat Rent Annual Update (2a = 12) or Historical Adjustment (2a = 14). The “As of” date will always be the last day of the preceding month. The Effective Dates Included will begin with the “As of” date and go back 40 months. For example, the Effective Dates Included for the Delinquency Report As of December 31, 2010, would be September 1, 2007 through December 31, 2010.



1.0 MTW

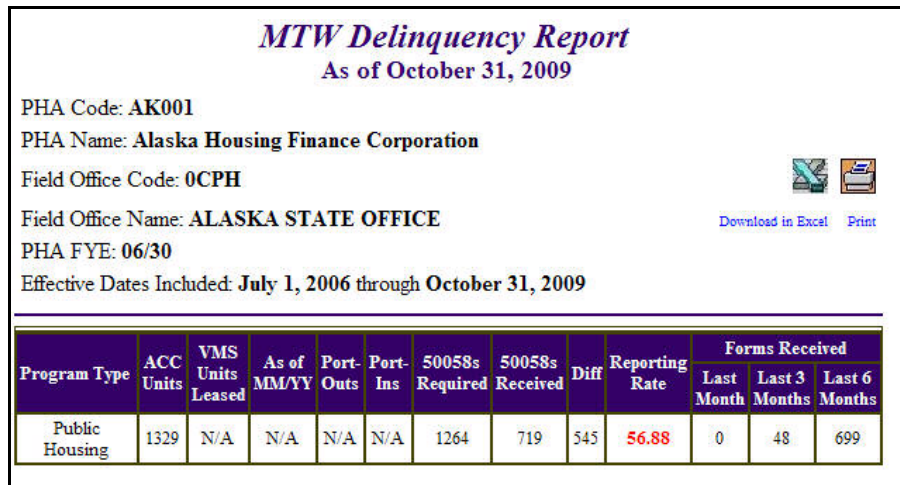


Figure 2: The MTW Delinquency Report

The number of Form 50058 MTW submissions planned divided by the actual number of submissions, result in the reporting rate. HUD uses the reporting rate of a PHA's FYE (fiscal year end) for SEMAP (Section Eight Management Assessment Program) scoring, or for potential public housing and voucher-funded assistance sanctions. By monitoring the quantity and the timeline of the Form 50058 MTW submissions, the PHA ensures that the program provides the most current data as well.

Field offices can use the MTW Delinquency Report to review the reporting rates for the individual PHAs. Based on the reporting rate, HUD can determine reporting sanctions. The MTW Delinquency report displays the following information:

- Program Type: the program type for which the information is reported.
- ACC Units: the number of subsidized units under every program type.
- VMS Units Leased: total leased units from the Voucher Management System as of the date shown in the next column (port-out units for which the PHA is billed are included; port-in units are not included).
- As of: the month and the year of the latest PHA submission to VMS. The month should always be a quarter end (03, 06, 09, 12).
- Port Outs: the number of Form 50058 submissions of other PHAs that bill this PHA for tenants that move in the subsidized housing under other PHAs.
- Port Ins: the number of Form 50058 submissions of this PHA that bill other PHAs for tenants that move in the subsidized housing under this PHA.
- 50058 Required: the planned number of Form 50058 submissions.
- 50058 received: the number of Form 50058 submissions actually submitted.
- Difference: the difference between the numbers of Form 50058 submissions planned and received.
- Reporting Rate: number of planned form 50058 submissions divided by the number of Form 50058 submissions actually received.



1.0 MTW

- Forms Received: the number of Form 50058 submissions within the particular time frames (last month, last 3 months, last 6 months).

This report screen contains two options for further use of the data (see Figure 3). Select one of the following:

- Download in Excel: The program exports the report contents into a Microsoft Excel spreadsheet for further data manipulation.
- Print: The program prints the report screen as a web page.

Note: For best results, print in landscape orientation.



Figure 3: The options for further use of report data