

**U.S. Department of Housing and Urban Development
Moving to Work Research Advisory Committee**

Membership Balance Plan

- (1) **Federal Advisory Committee Name:** Moving to Work Research Advisory Committee (“Committee”).
- (2) **Authority:** Section 239 of FY2016 Appropriations Act, Public Law 114-113 establishes the Moving to Work Research Advisory Committee.
- (3) **Mission/Function:** The purpose of the Committee is to advise the Secretary of the U.S. Department of Housing and Urban Development (“HUD”) on the following:
- Specific policy proposals and evaluation methods for the Moving to Work (“MTW”) demonstration, to inform the one specific policy change that the Secretary shall direct for each cohort of agencies receiving an MTW designation;
 - Rigorous research methodologies that will effectively measure the impact of the policy changes identified;
 - Policy changes adopted by current MTW PHAs that have proven successful and can be applied more broadly to all PHAs;
 - Statutory and/or regulatory changes necessary to implement policy changes for all PHAs; and

The duties of the Committee are solely advisory. The Committee shall have no role in reviewing or selecting the MTW PHAs.

The Committee will function in an organized manner and carry out its business in a way that guarantees a fair opportunity for the expression and consideration of various positions.

- (4) **Points of View:** The Committee shall be composed of not more than fifteen (15) members, which the Secretary shall appoint. Member designations will be reflected as either Special Government Employees (“SGEs”), Regular Government Employees (“RGEs”) or Representative. In order to provide balance and a broad representation of ideas, membership of the Committee shall include two program and research experts from the Department of Housing and Urban Development, one from HUD’s Office of Public and Indian Housing (“PIH”) and one from HUD’s Office of Policy Development and Research (“PDR”); up to five PHAs with an MTW designation; up to two current and/or former residents of PHAs with an MTW designation; and up to five independent subject matter experts in housing policy research. The Committee will represent diversity of members.

The Department will identify potential committee members based upon the criteria listed below and present them to the Secretary for appointment to the Committee. In general,

possessing subject matter expertise in the programs operated by PIH, and specifically the MTW Demonstration Program, is beneficial in helping the Committee accomplish its mission. The Department will consider a number of factors to determine the selection of committee members, including:

- a) For up to five researchers, the Department will consider:
 - Educational background (e.g. advance degree(s) in fields such as sociology, economics, statistics, public policy and urban planning, or a related field);
 - Professional experiences and accomplishments (e.g. nature of work, projects, or publications);
 - Current employment and membership in relevant associations; and
 - Experience working directly with PHAs and/or assisted housing residents.

- b) For up to five current Executive Directors, or designees as approved by HUD, at a PHA with an MTW designation, the Department will consider:
 - The size of the PHA (e.g., the combined units of public housing and vouchers);
 - The distribution of resources and families served across programs;
 - Participation in the Rental Assistance Demonstration;
 - The geographical location of the PHA;
 - Experience designing or implementing MTW policies that are under consideration for further study by expansion PHAs;
 - Experience working with special needs populations (e.g. homeless, disabled);
 - The participation of the housing authority in third-party research on HUD programs; and
 - Knowledge and experience implementing innovative housing and community development programs and policies.

- c) For up to three former and/or current residents of public housing and/or voucher recipients at a PHA with an MTW designation, the Department will consider:
 - General engagement and involvement with the PHA and the community, including membership in relevant boards and associations (e.g. the Resident Advisory Board, Housing Authority Board, other PHA boards/groups, or local or national resident advocacy organizations);
 - History of engagement on MTW issues (e.g. discussion of policy changes, impacts of policy changes, or evaluation and research);
 - Experience with HUD self-sufficiency programs;
 - Knowledge and or exposure to the research process; and
 - Demonstrated ability to represent people of diverse backgrounds.

Selected current and/or former residents who are members of the Committee cannot represent the same MTW PHAs as the MTW PHA staff serving on the Committee. Additionally, it would be helpful if they are residents of a PHA that has participated in a third-party evaluation.

All appointments will be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, or cultural, religious, or socioeconomic status. As noted in the Charter, no member of the Committee or subgroup shall be a federally registered lobbyist. Any new Committee members will be reviewed using the above criteria.

(5) Other Balance Factors: The other balance factor that HUD identified as important for the Committee is geographic diversity.

(6) Candidate Identification Process:

PDR and the PIH Moving to Work Office staff, including, but not limited to, the Director of the Moving to Work Office and the Associate Deputy Assistant Secretary for the Office of Policy Development in PDR will develop a candidate list based upon the criteria listed in Sections 4 and 5 of this document. The candidate list will then be presented to the Assistant Secretaries, or equivalent, of PDR and PIH for review and identification of candidates to be recommended to the Secretary of HUD for appointment.

Members are appointed for a two-year term with the possibility of reappointment at the discretion of the Secretary. If any vacancies occur during the life of the Committee, the Designated Federal Officer (“DFO”) will notify the Committee Management Officer. Depending on the needs of the agency, the DFO will recommend that the Secretary fill vacancies and will strive to do so no later than six (6) months after the position is vacated.

(7) Subcommittee Balance: The balance plan for any subcommittee shall incorporate the same policies and practices as for the committee of the whole. Further, any subcommittee shall include at least one member from each of the categories of interests identified in the Act.

(8) Date Submitted

CHARTER

Moving to Work Research Advisory Committee

1. Official Designation

The federal advisory committee shall be known as The Moving to Work (hereinafter “MTW”) Research Advisory Committee (“Committee”).

2. Authority

The authority for the establishment of the Committee is §239 of the FY2016 Appropriations Act, Public Law 114-113 (“the Act”). The Committee is being established in accordance with the provisions of the Federal Advisory Committee Act (“FACA”), as amended, 5 U.S.C. App. 2.

3. Objectives and Scope of Activities

The Committee, pursuant to §239 of the FY2016 Appropriations Act, shall provide independent advice with respect to the policies to be studied and methods of research and evaluation concerning the expansion of the MTW demonstration to an additional 100 high-performing Public Housing Agencies (“PHAs”) over a 7-year period, as set out in paragraph four below.

4. Description of Duties

The Committee shall advise the Secretary on the following:

- Specific policy proposals and evaluation methods for the MTW demonstration, to inform the one specific policy change that the Secretary shall direct for each cohort of agencies receiving an MTW designation;
- Rigorous research methodologies that will effectively measure the impact of the policy changes identified;
- Policy changes adopted by MTW PHAs that have proven successful and can be applied more broadly to all PHAs; and
- Statutory and/or regulatory changes necessary to implement policy changes for all PHAs.

The duties of the Committee are solely advisory. The Committee shall have no role in reviewing or selecting the MTW PHAs.

5. The Agency or Official to Whom the Committee Reports

The Committee reports to the Secretary of HUD.

Pursuant to HUD policy, for the purpose of determining the policies to test and implications of research on tested policies, the Office of Public and Indian Housing (“PIH”) may act upon the

Committee's advice; for the purpose of identifying the scope of research associated with the policies chosen to test, the Office of Policy and Development and Research ("PDR") may act upon the committee's advice.

6. Support

Support (e.g. management and facilitation of meetings, technical program expertise, logistical staffing, travel cost reimbursement) shall be provided by HUD through PIH and PDR.

7. Estimated Annual Costs and Staff Years

The estimated annual operating cost of the Committee is \$318,000 which includes 2.0 FTE.

8. Designated Federal Officer

The Committee's Designated Federal Officer ("DFO") shall be a full-time or permanent part-time HUD employee, appointed in accordance with HUD's policies and procedures. There shall be no less than one Alternate DFO, appointed in accordance with HUD's policies and procedures.

The DFO serves as the government's agent for all matters related to the Committee's activities. The DFO shall (1) approve or call the meetings of the Committee and subcommittees; (2) approve agendas; (3) attend all meetings and subcommittee meetings; (4) adjourn the meetings when such adjournment is in the public interest; and (5) chair meetings when directed to do so by the Secretary of HUD.

9. Estimated Number and Frequency of Meetings

The Committee will meet in-person approximately one (1) time per fiscal year and by conference call up to six (6) times as needed to render advice to HUD. Notices specific to each meeting will be published at least 15 business days in advance in the Federal Register. Unless otherwise determined in advance, all meetings of the Committee will be open to the public. Meetings of the Committee will be closed only in accordance with 5 U.S.C. 552b(c) and applicable law.

10. Duration

Continuing.

11. Termination

The Committee will be inactive 2 years from the date the charter is filed, unless, prior to that date, it is renewed in accordance with Section 14 of the FACA. The Committee will not meet or take any action without a valid current charter.

12. Membership and Designation

The Committee shall be composed of not more than fifteen (15) individuals serving as either Regular Government Employees (“RGEs”), Special Government Employees (“SGEs”), or as Representative members. Members serve at the discretion of and are appointed by the Secretary. Committee members representing MTW PHA staff may designate an alternate member to attend in their place, should they be unable to participate in a Committee meeting.

As provided by the Act, the membership of the Committee shall include program and research experts from the Department of Housing and Urban Development; a fair representation of PHAs with an MTW designation, including current and/or former residents; and independent subject matter experts in housing policy research. No person who is a federally-registered lobbyist may serve on the Committee.

Technical experts may accompany members for the purpose of providing advice, but may only present in the meeting with the consent of the DFO.

Each member of the Committee shall be appointed for a term of 2 years. Members may be reappointed at the discretion of the Secretary.

13. Subcommittees

The Secretary, or the Secretary’s designee, shall have exclusive authority to establish and disband subcommittees subject to the availability of resources. Subcommittees may report only to the Committee established by this Charter, and may not provide advice or work products directly to the agency.

14. Recordkeeping

The records of the Committee, formally and informally established subcommittees, or other subgroups of the committee, shall be handled in accordance with General Records Schedule 6.2 or other approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. Date of Filing