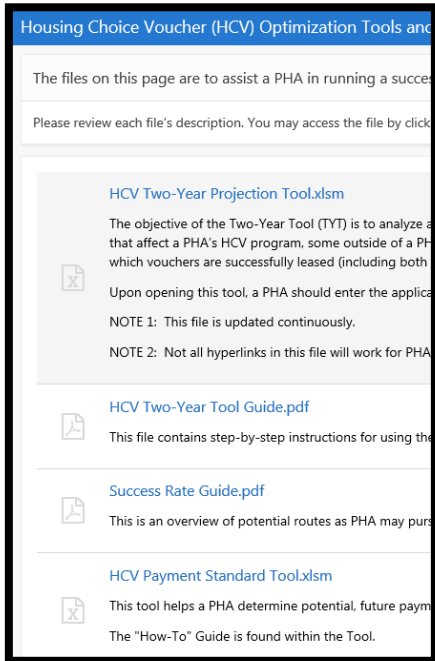


## HCV Two-Year Tool (TYT)/Payment Standard Tool

### System Access



The Two-Year Tool and newly available Payment Standard Tool are now available to anyone with a WASS username and password. Logging in is a two-step process. First, you must log into WASS (as though you were going to VMS or PIC). After logging in there, please click [here](#). You may select:

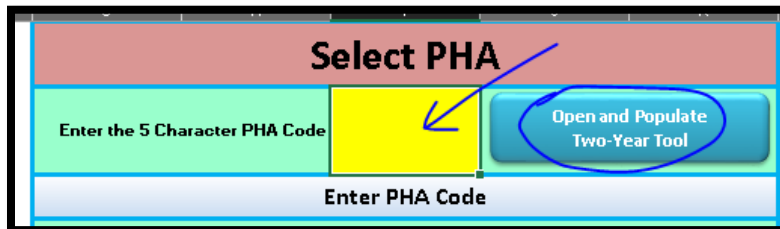
- 1) HCV Two-Year Projection Tool
- 2) HCV Two-Year Tool Guide
- 3) Success Rate Guide
- 4) HCV Payment Standard Tool

These documents will be continuously updated with new information as it becomes available. You will note, on the right, the date of the most recent change to the document.

#### *Two-Year Tool*

Previously, a PHA could receive the TYT in one of two ways: 1) from their local field office (this tool was populated with all relevant information for the PHA, e.g. BA, obligations, disbursements, etc.) or 2) from hud.gov (this version was blank and required the PHA to update all fields manually).

With this new access, *all PHAs can now populate and create a Two-Year Tool on their own, without asking the local HUD field office.* The posted tool will open an Excel Workbook that requires a PHA to enter their PHA code and click the “Open and Populate Two-Year Tool” button (see below). When this button is clicked, the Two-Year Tool spreadsheet will open and be populated with the applicable funding, leasing, spending, and other information. This data comes from HUDCAPS, VMS, and PIC. The user may update as appropriate (see Two-Year Tool guide). Some program variables are populated with default values (e.g. success rate, time from issuance to HAP); these should be updated as appropriate.



#### *Two-Year Tool Guide*

This is a great overview of the Two-Year Tool and includes instructions on how to set up your Office permissions to allow the Tool to work.

#### *Success Rate Guide*

This guide demonstrates some of the main routes a PHA can pursue to increase the rate issued vouchers result in lease-ups.

#### *HCV Payment Standard Tool*

The instruction guide for this tool is embedded in the tool; a PHA can access it there. This tool allows a PHA to determine the effect of the payment standard change on both participant rent burdens, over time, as well as the associated cost effects on a PHA’s HAP payments.

\*Please contact your [local HUD](#) public housing staff for assistance.