

FORM 50900-EXPANSION: ELEMENTS FOR THE ANNUAL MOVING TO WORK PLAN- EXPANSION

The public reporting burden for this collection of information is estimated to average 6 per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, R, 451 7th Street SW, Room 8210, Washington, DC 20410-5000. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid OMB control number. HUD collects this information to evaluate the impacts of Moving to Work (MTW) activities; to accurately and timely respond to congressional and other inquiries regarding outcome measures; and to identify promising practices learned through the MTW Demonstration. HUD uses this information to report outcome information on the effects of MTW policy changes on residents, operations, and the local community. Responses to this collection of information are required to obtain a benefit or to retain a benefit per the requirements of Section 204 of Title II of section 101(e) of the Omnibus Consolidated Rescissions and Appropriations Act of 1996, Public Law 104-134 (approved April 26, 1996) under which the Moving to Work (MTW) Demonstration Program was established. This information collected will not be held confidential.

Explanatory Note to Public Reviewers of the Proposed Moving to Work Plan-Expansion Fillable Form

The Moving to Work (MTW) Plan-Expansion collects information about policies implemented by MTW Expansion Agencies. MTW Expansion Agencies use it to communicate their plans with residents and community stakeholders through required public comment processes, and HUD uses the information collected to monitor and evaluate the MTW demonstration program. MTW Expansion Agencies will submit the MTW Plan-Expansion to HUD annually and amend it as needed, subject to public process requirements. HUD plans to make the MTW Plan-Expansion into a fillable form or system so as to reduce respondent burden and make the information collected more useful to HUD. When the MTW Plan-Expansion is available through the fillable form or system, it may include skip patterns¹ that prompt the user to populate only the relevant sections. It will also include screening questions that will ask which MTW Waivers and associated activities the MTW Expansion Agency is currently implementing, planning to implement, or will be discontinuing in the submission year. The purposes of the MTW Plan-Expansion are two-fold: it reports to HUD what general flexibilities are happening at the local level; and, it informs the public about what the MTW Expansion Agency is planning in order to give the public the ability to provide comment.

The MTW Plan-Expansion asks for information about each of the MTW Waivers and associated activities that are made possible by the MTW Operations Notice, Safe Harbor Waivers and Agency-Specific Waivers, and a few other types of information. MTW Expansion Agencies will fill in information/data through a fillable form or system as available and the information collected will be stored by HUD. The approved forms will be posted to the MTW website for viewing by the public.

This document lists the sections of the MTW Plan-Expansion and presents the information to be included in the MTW Plan-Expansion for MTW Expansion Agencies. There are accompanying instructions at the end of the document to provide additional guidance and context.

Sections of the MTW Plan-Expansion:

- A. Public Housing Agency (PHA) Information
- B. Narrative
- C. MTW Waivers and Associated MTW Activities
- D. Safe Harbor Waivers
- E. Agency-Specific Waivers
- F. Planned Application of MTW Funding Flexibilities
- G. MTW Statutory Requirements
- H. Administrative Information
- I. MTW Certifications of Compliance

Information to be Collected for MTW Waivers and Associated Activities

There are many MTW Waivers and associated activities, subject to Safe Harbors as outlined in the MTW Operations Notice, that an MTW Expansion Agency may implement. Each MTW Expansion Agency will likely only engage in a subset of these MTW Waivers and associated activities. The MTW Plan-Expansion will first ask MTW Expansion Agencies to identify which MTW Waivers and associated activities they are proposing to implement and which of those they are already implementing. MTW Expansion Agencies

¹ A skip pattern is a question or series of questions associated with a conditional response.

will subsequently be asked to provide information only relevant to the status of MTW Waivers and associated activity. This feature will reduce respondent burden.

MTW Plan-Expansion	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. XXXX-XXXX Expires: Date
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Purpose. The Moving to Work (MTW) Plan-Expansion informs HUD, families served by the public housing agency (PHA), and members of the public, about the MTW Waivers and associated activities that the MTW Expansion Agency seeks to implement in the coming PHA Fiscal Year and updates the status of MTW Waivers and associated activities that have been previously approved. It also provides information about Safe Harbor Waivers, Agency-Specific Waivers, and compliance with MTW Statutory Requirements. The MTW Plan-Expansion does not replace the PHA Plan. MTW Expansion Agencies must continue to submit the applicable PHA Plan.

Applicability. MTW Expansion Agencies, even those that are not required to submit annual PHA Plans under the Housing and Economic Recovery Act of 2008 (HERA), must submit the MTW Plan-Expansion annually. The MTW Plan-Expansion must be submitted to HUD 75 days in advance of the PHA Fiscal Year beginning. The MTW Plan-Expansion is required to go through the same level of public process as the PHA Plan.

Definitions. All terms used in this MTW Plan-Expansion are consistent with the definitions stated in the MTW Operations Notice, including:

- (1) **Local, Non-Traditional (LNT) Activities** – Those MTW activities that use MTW funding flexibility outside of the Housing Choice Voucher (HCV) and public housing programs established in Sections 8 and 9 of the U.S. Housing Act of 1937.
- (2) **MTW Expansion Agencies** – All MTW agencies brought onto the MTW demonstration pursuant to Section 239 of the Fiscal Year 2016 Appropriations Act, P.L. 114-113 (2016 MTW Expansion Statute) or initial MTW agencies² that transitioned off of the Standard MTW Agreement and chose to follow the requirements of the MTW Operations Notice.
- (3) **MTW Funds** – Any public housing Operating Fund Program (OFP) grants, public housing Capital Fund Program (CFP) grants, and HCV Housing Assistance Payment (HAP) and Administrative Fee assistance provided to an MTW Expansion Agency.
- (4) **Safe Harbors** – The additional parameters or requirements, beyond those specified in the MTW activity description itself, found in the MTW Operations Notice (following each activity description) that the MTW Expansion Agency must follow in implementing MTW Waivers and associated activities.
- (5) **Substantially the Same Requirement** – A statutory MTW requirement that all MTW agencies must continue to assist substantially the same total number of eligible low-income families as would have been served absent the MTW demonstration.

A.	PHA Information.
A.1	PHA Name: _____ PHA Code: _____ MTW Plan-Expansion for PHA Fiscal Year End: (MM/DD/YYYY): _____ PHA Program Type: ☐ Public Housing only ☐ HCV only ☐ Combined MTW Cohort Name: _____ MTW Plan-Expansion Submission Type: ☐ Annual Submission ☐ Amended Annual Submission

B.	Narrative.
B.1	MTW Plan-Expansion Narrative. The narrative provides the MTW Expansion Agency with an opportunity to explain to the public, including the families that it serves, its MTW plans for the PHA Fiscal Year and its short and long-term goals. The MTW Expansion Agency must provide a description of how it seeks to further the three MTW statutory objectives during the coming PHA Fiscal Year. Those three MTW statutory objectives are: (1) to reduce cost and achieve greater cost effectiveness in federal expenditures; (2) to give incentives to families with children whose heads of household are either

² Initial MTW Agencies are agencies that were designated as MTW as of December 15, 2015.

	working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and (3) to increase housing choices for low-income families.
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C.	MTW Waivers and Associated Activities.
	NOTE: MTW Expansion Agencies are reminded that all MTW Waivers and associated activities must be implemented in accordance with the MTW Operations Notice and within its safe harbors unless a Safe Harbor Waiver approval is provided by HUD, in which case, the activity utilizing the Safe Harbor Waiver must be implemented in accordance with the terms of the approval.
Screener	Assign one of the following categories for each of the MTW Waivers and associated activities listed in the “Provide Activity Status Category” column of the table below. • Planning to Implement (Seeking Approval - First Year) • Planning to Implement (Already Approved - Subsequent Year) • Currently Implementing • Discontinued or To-be Discontinued • Not Currently Implemented

MTW WAIVERS AND ASSOCIATED ACTIVITIES IN THE MTW PLAN-EXPANSION

Section	Provide Activity Status Category
1. Tenant Rent Policies	
a. Tiered Rent (PH)	
b. Tiered Rent (HCV)	
c. Stepped Rent (PH)	
d. Stepped Rent (HCV)	
e. Minimum Rent (PH)	
f. Minimum Rent (HCV)	
g. Tenant Payment as a Modified Percentage of Income (PH)	
h. Tenant Payment as a Modified Percentage of Income (HCV)	
i. Alternative Utility Allowance (PH)	
j. Alternative Utility Allowance (HCV)	
k. Fixed Rents (PH)	
l. Fixed Subsidy (HCV)	
m. Utility Reimbursements (PH)	
n. Utility Reimbursements (HCV)	
o. Initial Rent Burden (HCV)	
p. Imputed Income (PH)	
q. Imputed Income (HCV)	
r. Elimination of Deduction(s) (PH)	
s. Elimination of Deduction(s) (HCV)	
t. Standard Deductions (PH)	
u. Standard Deductions (HCV)	
v. Alternative Income Inclusions/Exclusions (PH)	
w. Alternative Income Inclusions/Exclusions (HCV)	
2. Payment Standards and Rent Reasonableness	
a. Payment Standards – Small Area Fair Market Rents (HCV)	
b. Payment Standards – Fair Market Rents (HCV)	
c. Rent Reasonableness – Process (HCV)	
d. Rent Reasonableness – Third-Party Requirement (HCV)	
3. Reexaminations	
a. Alternative Reexamination Schedule for Households (PH)	
b. Alternative Reexamination Schedule for Households (HCV)	

Section	Provide Activity Status Category
c. Self-Certification of Assets (PH)	
d. Self-Certification of Assets (HCV)	
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	
b. Damage Claims (HCV-Tenant-based Assistance)	
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	
5. Housing Quality Standards (HQS)	
a. Pre-Qualifying Unit Inspections (HCV)	
b. Reasonable Penalty Payments for Landlords (HCV)	
c. Third-Party Requirement (HCV)	
d. Alternative Inspection Schedule (HCV)	
6. Short-Term Assistance	
a. Short-Term Assistance (PH)	
b. Short-Term Assistance (HCV)	
7. Term-Limited Assistance	
a. Term-Limited Assistance (PH)	
b. Term-Limited Assistance (HCV)	
8. Increase Elderly Age (PH & HCV)	
9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	
b. Increase PBV Project Cap (HCV)	
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	
d. Alternative PBV Selection Process (HCV)	
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	
f. Increase PBV Housing Assistance Payment (HAP) Contract Length (HCV)	
g. Increase PBV Rent to Owner (HCV)	
h. Limit Choice Mobility for PBV Units (HCV)	
10. Family Self-Sufficiency Program with MTW Flexibility	
a. Waive Operating a Required FSS Program (PH & HCV)	
b. Alternative Structure for Establishing Program Coordinating Committee (PH & HCV)	
c. Alternative Family Selection Procedures (PH & HCV)	
d. Modify or Eliminate the Contract of Participation (PH & HCV)	
e. Policies for Addressing Increases in Family Income (PH & HCV)	
11. MTW Self-Sufficiency Program	
a. Alternative Family Selection Procedures (PH & HCV)	
b. Policies for Addressing Increases in Family Income (PH & HCV)	
12. Work Requirement	
a. Work Requirement (PH)	
b. Work Requirement (HCV)	
13. Public Housing as an Incentive for Economic Progress (PH)	
14. Moving On Policy	
a. Waive Initial HQS Inspection Requirement (HCV)	
b. Allow Income Calculations from Partner Agencies (PH & HCV)	
c. Aligning Tenant Rents and Utility Payments Between Partner Agencies (PH & HCV)	
15. Acquisition without Prior HUD Approval (PH)	
16. Deconcentration of Poverty in Public Housing Policy (PH)	
17. Local, Non-Traditional Activities	
a. Rental Subsidy Programs	
b. Service Provision	
c. Housing Development Programs	

For all MTW Waivers and associated activities in the “Planning to Implement (Seeking Approval - First Year)”; “Planning to Implement (Already Approved - Subsequent Year)”; and “Currently Implementing” categories, answer each of the following questions:

Question Text	Input options and instructions
Safe Harbors. Does this MTW activity meet all of the associated Safe Harbors in the MTW Operations Notice for which the MTW Expansion Agency does not have a proposed or approved Safe Harbor Waiver?	Yes/No
MTW Statutory Objectives. Which of the MTW statutory objectives does this MTW activity serve?	(Check at least one) ☐ Cost effectiveness ☐ Self-sufficiency ☐ Housing choice
Cost implications. What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what is known today.	(Check at least one) ☐ Neutral (no cost implications) ☐ Increased revenue ☐ Decreased revenue ☐ Increased expenditures ☐ Decreased expenditures
Hardship Policy. Does this MTW activity require a hardship policy?	Yes/No [If Yes]: Upload/Attach Hardship Policy and answer Hardship Policy question below [If No]: skip below Hardship Policy question
If applicable, how many hardship requests have been received associated with this activity in the most recently completed PHA Fiscal Year?	☐ How many hardship requests were received? [Numerical entry only] ☐ How many hardship requests were approved? [Numerical entry only] ☐ How many hardship requests were denied? [Numerical entry only] ☐ How many are pending? [Numerical entry only]
Impact Analysis. Does the MTW activity require an impact analysis?	Yes/No [If Yes]: Upload/Attach Impact Analysis

For all MTW Waivers and associated activities in the “Discontinued or To-be Discontinued” category, answer the following question:

Question Text	Input options and instructions
Provide an explanation as to why the MTW activity was discontinued or will be discontinued.	[Text box]

D.	Safe Harbor Waivers.
D.1	Safe Harbor Waivers seeking HUD Approval: The MTW Operations Notice describes the process for MTW Expansion Agencies to implement MTW Waivers and associated activities outside of the safe harbors described in Appendix I. For each Safe Harbor Waiver request, a document that includes the following information must be uploaded/attached by the MTW Expansion Agency: - the name and number of the MTW Waiver and associated activity for which the MTW Expansion Agency is seeking to expand the safe harbor, - the specific safe harbor(s) and its implementing regulation, - a description of the local issue and why such an expansion of the safe harbor(s) is needed to implement the MTW activity, - the MTW statutory objective(s) the MTW activity furthers and any cost implications associated with the MTW activity, - whether the MTW Expansion Agency seeks approval to apply the MTW activity to any SPVs (to include the specific category of SPV), - an implementation timeline for the initiative,

	g) an impact analysis, h) a description of the hardship policy for the MTW activity, if applicable, and i) a description of the public process and a copy of all comments received at the public hearing along with the MTW Expansion Agency's description of how the comments were considered. Has the MTW Expansion Agency submitted a new request for approval of a Safe Harbor Waiver in this MTW Plan-Expansion? ___ No [If no, skip to D.2] ___ Yes [If yes, upload/attach required information in a-i above for each Safe Harbor Waiver request]
D.2	Safe Harbor Waivers(s) for which HUD Approval has been Received: Does the MTW Expansion Agency have any already approved Safe Harbor Waivers? ___ No [If no, question set concludes] ___ Yes [If Yes] Provide the names of approved Safe Harbor Waiver(s) and the MTW Plan-Expansion fiscal year end in which they were approved. [If Yes] Has there been a change in how the Safe Harbor Waiver(s) are being implemented from when they were originally approved? [If Yes] If there has been a change(s), provide a description of what has changed for each applicable Safe Harbor Waiver. Note whether it is a change newly proposed in this MTW Plan-Expansion and/or if the change was approved in a prior MTW Plan-Expansion. [If Discontinued]: 1) If this Safe Harbor Waiver has been discontinued, provide a description of the final outcomes and lessons learned from implementing this Safe Harbor Waiver at the MTW Expansion Agency. 2) If the MTW Expansion Agency was previously required to prepare an impact analysis, provide a final impact analysis prepared at the time of discontinuation.

E.	Agency-Specific Waivers.
E.1	Agency-Specific Waivers for HUD Approval: The MTW demonstration program is intended to foster innovation and HUD encourages MTW Expansion Agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I of the MTW Operations Notice may be desired. Agency-Specific Waivers may be requested if an MTW Expansion Agency wishes to implement additional MTW activities, or waive a statutory and/or regulatory requirement, not included in Appendix I of the MTW Operations Notice. For each Agency-Specific Waiver request, a document that includes the following information must be uploaded/attached by the MTW Expansion Agency: - a full description of the MTW activity, including what the MTW Expansion Agency is proposing to waive (i.e., statute, regulation, and/or MTW Operations Notice), and how it meets the local need, - the MTW statutory objective(s) the MTW activity furthers and any cost implications associated with the MTW activity, - whether the MTW Expansion Agency seeks approval to apply the MTW activity to any SPVs (to include the specific category of SPV), - an implementation timeline for the initiative, - an impact analysis, - a description of the hardship policy for the MTW activity, if applicable, and - a description of the public process and a copy of all comments received at the public hearing along with the MTW Expansion Agency's description of how the comments were considered.

	Will the MTW Expansion Agency submit a request for approval of an Agency-Specific Waiver this year? ___ No [If no, skip to E.2] ___ Yes [If yes, provide a title and upload/attach required information in a-g above for each Agency-Specific Waiver request]
E.2	Agency-Specific Waivers(s) for which HUD Approval has been Received: Does the MTW Expansion Agency have any already approved Agency-Specific Waivers? ___ No [If no, question set concludes] ___ Yes [If Yes] Provide the names of approved Agency-Specific Waiver(s) and the MTW Plan-Expansion fiscal year end in which they were approved. [If Yes] Has there been a change in how the Agency-Specific Waiver(s) are being implemented from when they were originally approved? [If Yes] If there has been a change(s), provide a description of what has changed for each applicable Agency-Specific Waiver. Note whether it is a change newly proposed in this MTW Plan-Expansion and/or if the change was approved in a prior MTW Plan-Expansion. [If Discontinued]: 1) If this Agency-Specific Waiver has been discontinued, provide a description of the final outcomes and lessons learned from implementing this Agency-Specific Waiver at the MTW Expansion Agency. 2) If the MTW Expansion Agency was previously required to prepare an impact analysis, provide a final impact analysis prepared at the time of discontinuation.

F.	Planned Application of MTW Funding Flexibilities.									
F.1	Narrative of MTW Flexibility Provide a thorough narrative of the MTW Expansion Agency's plans to utilize its MTW Funding Flexibility for the upcoming PHA Fiscal Year.									
F.2	LNT Funding Information a) Provide the total amount of MTW Funds planned to be spent in the PHA Fiscal Year under MTW Waiver and associated activity 17.a (LNT Rental Subsidy Program). \$_____ For each third-party partner under MTW Waiver and associated activity 17.a (LNT Rental Subsidy Program) provide: <table border="1"> <thead> <tr> <th>Name of Third-Party Partner</th><th>Type of Services Provided by Third-Party Partner</th><th># of Units Planned to be Allocated to Third-Party Partner in PHA Fiscal Year</th></tr> </thead> <tbody> <tr> <td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td></tr> </tbody> </table> b) Provide the total amount of MTW Funds planned to be spent in the PHA Fiscal Year under MTW Waiver and associated activity 17.b (LNT Service Provision). \$_____ c) Provide the total amount of MTW Funds planned to be spent in the PHA Fiscal Year under MTW Waiver and associated activity 17.c (LNT Housing Development Program). \$_____ List information for each LNT Development in the planning/development stage under MTW Waiver and associated	Name of Third-Party Partner	Type of Services Provided by Third-Party Partner	# of Units Planned to be Allocated to Third-Party Partner in PHA Fiscal Year						
Name of Third-Party Partner	Type of Services Provided by Third-Party Partner	# of Units Planned to be Allocated to Third-Party Partner in PHA Fiscal Year								

activity (17.c LNT Housing Development Program):			
Name/Address of LNT Development	LNT Development Type (Acquisition, Rehabilitation, New Construction)	Planned Number of Affordable Units (at or below 80% of AMI)	Total Planned Amount of MTW Funds Contributed

List information for each LNT Development that has been completed under MTW Waiver and associated activity (17.c LNT Housing Development Program):

Name/Address of LNT Development	LNT Development Type (Acquisition, Rehabilitation, New Construction)	Actual Number of Affordable Units (at or below 80% of AMI)	Total Actual Amount of MTW Funds Contributed

G.	MTW Statutory Requirements.
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G.1	75% Very Low-Income – LNT.
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HUD will verify compliance with the MTW Statutory Requirement that at least 75% of the households assisted by the MTW Expansion Agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW Expansion Agency must provide data for the actual families housed under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program) and 17.c (LNT Housing Development Program) upon admission during the MTW Expansion Agency's most recently completed PHA Fiscal Year.

Income Level	Number of LNT Households Admitted in the Fiscal Year*
80%-50% Area Median Income	#
49%-30% Area Median Income	#
Below 30% Area Median Income	#
Totals	#

* LNT income data must be provided in the MTW Plan-Expansion until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Substantially the Same (STS) – LNT.
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Questions	Input options and instructions
Provide the total number of unit months that families were housed in a LNT rental subsidy under MTW Waiver and associated activity 17.a (LNT Rental Subsidy Program) for the prior full calendar year.	___ # of unit months

PROPERTY NAME/ADDRESS	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS*	POPULATION TYPE**	Was this Property Available for Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?
Name/Address	#	#	#	#	#	#	#	#	Type (below)	YES/NO	\$
Name/Address	#	#	#	#	#	#	#	#	Type (below)	YES/NO	\$
Name/Address	#	#	#	#	#	#	#	#	Type (below)	YES/NO	\$
Totals	#	#	#	#	#	#	#	#			

* Only units properly completed and occupied in the prior full calendar year under the LNT requirements should be counted in this section. Units included here must serve only families at or below 80% Area Median Income.

** User will select one of the following from the “Population Type” dropdown box: General, Elderly, Disabled, Elderly/Disabled, Other. If “Other” is selected, a description must be provided.

G.3	Comparable Mix (by Family Size) – LNT.
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In order to demonstrate that the MTW Statutory Requirement of “maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the MTW demonstration” is being achieved, the MTW Expansion Agency must provide data for the actual families housed under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program) and 17.c (LNT Housing Development Program) for its most recently completed PHA Fiscal Year in the following table.

Family Size:	Number of LNT Families Housed by Household Size
1 Person	#
2 Person	#
3 Person	#
4 Person	#
5 Person	#
6+ Person	#
Totals	#

H	Administrative Information
H.1	Certifications of Compliance The MTW Expansion Agency shall execute the MTW Certifications of Compliance form and submit as part of the MTW Plan-Expansion submission to HUD. Certification is provided below.
H.2	Description of Public Process The MTW Expansion Agency shall provide the beginning and end dates of when the MTW Plan-Expansion was made available for public review and the dates (which must be at least 45 days), the date and location of the public hearing(s), and number of attendees of public hearing(s). HUD reserves the right to request additional information to verify the MTW PHA has complied with public process requirements in the MTW Operations Notice

H.3	Lobbying Disclosures The MTW PHA shall provide signed copies of the Disclosure of Lobbying Activities (SF-LLL) and the related Certification of Payments (HUD-50071).
H.4	Reviews, Audits and Inspections The MTW PHA shall provide a general description of any HUD reviews, audits and/or physical inspection issues that require the MTW PHA to take action in order to address the issue.

MTW CERTIFICATIONS OF COMPLIANCE

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING

Certifications of Compliance with Regulations: Board Resolution to Accompany the MTW Plan-Expansion

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairperson or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the MTW Plan-Expansion for the MTW PHA Fiscal Year beginning (MM/DD/YYYY), hereinafter referred to as "the MTW Plan-Expansion", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the MTW Plan-Expansion and implementation thereof:

- (1) The PHA made the proposed MTW Plan-Expansion and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the MTW Plan-Expansion and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board(s) or tenant associations, as applicable) before approval of the MTW Plan-Expansion by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the annual MTW Plan-Expansion.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the MTW Plan-Expansion in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), the Violence Against Women Act (34 U.S.C. § 12291 et seq.), and all regulations implementing these authorities; and other applicable Federal, State, and local civil rights laws.
- (5) The MTW Plan-Expansion is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The applicable PHA Plan contains a signed certification by the appropriate State or local official (form HUD-50077-SL) that the Plan is consistent with the applicable Consolidated Plan, which includes any applicable fair housing goals or strategies for the MTW PHA's jurisdiction and a description of the way the MTW Plan-Expansion is consistent with the applicable Consolidated Plan (24 CFR 91.2, 91.225, 91.325, and 91.425).
- (7) The MTW PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR 5.150-51, 24 CFR 903.7(o), and 24 CFR 903.15.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975 and HUD's implementing regulations at 24 C.F.R. Part 146.
- (9) In accordance with the Fair Housing Act and Act's prohibition on sex discrimination, the MTW PHA will not base a determination of eligibility for housing based on marital status and will not otherwise discriminate because of sex
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, 'Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped' for people with physical disabilities.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 75.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (16) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (17) The MTW PHA will keep records in accordance with 2 CFR 200.334-200.338 and facilitate an effective audit to determine compliance with

program requirements.

- (18) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (19) The MTW PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 225 (Cost Principles for State, Local and Indian Tribal Governments) and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as applicable
- (20) The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of housing quality standards as required in PIH Notice 2011-45, or successor notice, for any local, non-traditional program units. The MTW PHA must fulfill its responsibilities to comply with and ensure enforcement of Housing Quality Standards, as defined in 24 CFR Part 982, for any Housing Choice Voucher units under administration.
- (21) The MTW PHA will undertake only activities and programs covered by the Moving to Work Operations Notice in a manner consistent with its MTW Plan-Expansion and will utilize covered grant funds only for activities that are approvable under the Moving to Work Operations Notice and included in its MTW Plan-Expansion. MTW Waivers and associated activities being implemented by the agency must fall within the safe harbors outlined in Appendix I of the Moving to Work Operations Notice and/or HUD approved Agency-Specific or Safe Harbor Waivers.
- (22) All attachments to the MTW Plan-Expansion have been and will continue to be available at all times and all locations that the MTW Plan-Expansion is available for public inspection. All required supporting documents have been made available for public inspection along with the MTW Plan-Expansion and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its MTW Plan-Expansion and will continue to be made available at least at the primary business office of the MTW PHA and must be made available electronically, upon request.

MTW PHA NAME

MTW PHA NUMBER/HA CODE

I/We, the undersigned, certify under penalty of perjury that the information provided above is true, accurate and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

NAME OF AUTHORIZED OFFICIAL

TITLE

SIGNATURE

DATE

** Must be signed by either the Chairperson or Secretary of the Board of the MTW PHA's legislative body. This certification cannot be signed by an employee unless authorized by the MTW PHA Board to do so. If this document is not signed by the Chairperson or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.*

Instructions for Preparation of Form HUD-50090-EXPANSION, MTW Plan-Expansion

The instructions below detail how to complete the MTW Plan-Expansion. These instructions will not appear in the fillable form or system. All MTW Expansion Agencies must complete each section.

A. PHA Information.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year End** (MM/DD/YYYY), **MTW Cohort Name**, and **MTW Plan-Expansion Submission Type**.

B. Narrative.

B.1 MTW Plan-Expansion Narrative.

The purpose of this section is to provide narrative information on the MTW Expansion Agency's short and long-term goals and how it plans to further the three MTW statutory objectives.

C. MTW Waivers and Associated Activities.

The MTW Expansion Agency must first go through the table provided in this section that lists all MTW Waivers and associated activities and assign an Activity Status Category to each one.

For those MTW Waivers and associated activities in the “Currently Implementing”; “Planning to Implement (Seeking Approval - First Year)”; and “Planning to Implement (Already Approved - Subsequent Year)” categories, the MTW Expansion Agency must address all of the questions listed:

- *Safe Harbors.* Confirm that the MTW activity meets all of the associated Safe Harbors in the MTW Operations Notice for which the MTW Expansion Agency does not have a proposed or approved Safe Harbor Waiver. In order to be approved, the answer to this question must be yes.
- *Statutory Objectives.* Indicate which of the MTW statutory objectives this activity serves; each activity may serve one or more objectives. The three statutory objectives are housing choice, self-sufficiency, and cost effectiveness. Check all that apply.
- *Cost Implications.* State the cost implications of each activity. Choose the best description of the cost implications based on what is known at the time of completing the MTW Plan-Expansion. Indicate which categories best describe the cost implications of the activity from among the following choices: neutral (no cost implications), increased revenue, decreased revenue, increased costs, and/or decreased costs. Check all that apply. For instance, an MTW activity may increase revenue, increase costs, and therefore be cost neutral. Alternatively, an activity may simply increase costs.
- *Hardship policy.* The MTW Operations Notice requires MTW Expansion Agencies to adopt written policies for determining when a requirement or provision of the MTW activity constitutes a financial or other hardship for the family. Whether the activity requires a hardship policy can be found in Appendix I of the MTW Operations Notice. If applicable for the MTW activity, upload/attach the hardship policy associated with this MTW activity. Hardship policies may be applicable to one or multiple MTW activities. The uploaded/attached hardship policy must clearly state which MTW activities it applies to.

If a hardship policy is in place for an MTW activity, the MTW Expansion Agency must report the number and results of hardship requests in the prior PHA Fiscal Year. If the MTW Expansion Agency has not yet implemented the activity, report the number as zero.

- *Impact Analysis.* The MTW Operations Notice requires MTW Expansion Agencies to analyze the various impacts of the MTW activity if it is required for the MTW activity. Whether the activity requires an impact analysis can be found in Appendix I of the MTW Operations Notice. If applicable for the activity, upload/attach the impact analysis associated with this activity. Impact Analyses may be applicable to one or multiple MTW activities. The uploaded/attached impact analysis must clearly state which MTW activities it applies to.

For those MTW Waivers and associated activities in the “Discontinued or To-be Discontinued” category, the MTW Expansion Agency must address the following question:

- *Discontinuation of Activity.* If the MTW Expansion Agency assigns the category “Discontinued or To-be Discontinued” to an MTW activity, the PHA must explain why the MTW activity was or will be discontinued. If the MTW activity has already been discontinued, the PHA must include the final outcomes and lessons learned. If the MTW activity was discontinued in a previous submission year, the PHA must state which year the activity was discontinued in.

D. Safe Harbor Waivers.

D.1: Safe Harbor Waivers seeking HUD Approval. The MTW Expansion Agency must submit the information as described for each Safe Harbor Waiver for which it seeks approval. Additional resources and training on how to submit a Safe Harbor Waiver is available through the HUD Exchange at <https://www.hudexchange.info/programs/mtw/>.

D.2: Safe Harbor Waiver(s) for which HUD Approval has been Received. The set of questions must be answered for each approved Safe Harbor Waiver. Any changes that are considered substantive, at HUD’s discretion, must be approved.

E. Agency-Specific Waivers.

E.1: Agency-Specific Waivers Submitted for HUD Approval. The MTW Expansion Agency must submit the information as described for each Agency-Specific Waiver for which it seeks approval. Additional resources and training on how to submit a Safe Harbor Waiver is available through the HUD Exchange at <https://www.hudexchange.info/programs/mtw/>.

E.2: Agency-Specific Waiver(s) for which HUD Approval has been Received. The set of questions must be answered for each approved Agency-Specific Waiver. Any changes that are considered substantive, at HUD's discretion, must be approved.

F. Planned Application of MTW Funding Flexibility

F.1: Narrative of MTW Funding Flexibility. MTW Expansion Agencies have the flexibility to apply MTW Funding Flexibility across three core programs' funding streams – public housing Operating Funds, public housing Capital Funds, and HCV assistance (to include both HAP and Administrative Fees) – referred to as “MTW Funding/MTW Funds.” The MTW Expansion Agency shall provide a thorough narrative of planned activities it plans to undertake using its MTW Funding Flexibility, including estimated amounts. This section is to be used to describe the application of MTW Funding Flexibility that is *not* part of an approved MTW Waiver and associated activity (e.g., The MTW PHA is using its voucher funds to support a public housing redevelopment).

F.2: LNT Funding Information. If the MTW Expansion Agency is conducting any activities under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program), 17.b (LNT Service Provision) and/or 17.c (LNT Housing Development Program), the MTW Expansion Agency must populate all applicable information.

G. MTW Statutory Requirements.

General. HUD will verify compliance with the MTW Statutory Requirements covered in G.1, G.2, and G.3 for public housing units and HCV units through HUD systems. Only provide information on LNT families that are not reported in HUD systems. Once HUD systems are capable of capturing this data then this will no longer need to be reported through the MTW Plan-Expansion. For more information on how MTW Statutory Requirements are monitored, see the MTW Operations Notice.

G.1: 75% Very Low-Income. The MTW Expansion Agency must provide data on new admissions only for the MTW Expansion Agency's most recently completed PHA Fiscal Year for the actual families housed under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program) and 17.c (LNT Housing Development Program). For instance, an MTW Expansion Agency submitting its MTW Plan-Expansion for its PHA Fiscal Year 2025 (01/01/2025-12/31/2025) must include data for its most recently completed PHA Fiscal Year, which would be the PHA Fiscal Year 2023 (01/01/2023-12/31/2023), as the MTW Plan-Expansion document in that case would be submitted to HUD in October of 2024. Only LNT new admissions should be included in the table. If the MTW Expansion Agency houses no LNT families, then zeros must be input into the table.

G.2: Substantially the Same (STS). The MTW Expansion Agency must provide data for the MTW Expansion Agency's most recently completed calendar year for the actual families housed under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program) and 17.c (LNT Housing Development Program). For instance, an MTW Expansion Agency submitting its MTW Plan-Expansion for its PHA Fiscal Year 2025 (01/01/2025-12/31/2025) must include data for its most recently completed calendar year, which would be 2023 (01/01/2023-12/31/2023), as the MTW Plan-Expansion document in that case would be submitted to HUD in October of 2024. If the MTW Expansion Agency houses no LNT families, then zeros must be input into the table. The additional information on LNT development units must be provided for each actual (not planned) development.

G.3: Comparable Mix (by Family Size). The MTW Expansion Agency must provide data for the MTW Expansion Agency's most recently completed PHA Fiscal Year for the actual families housed under MTW Waiver and associated activities 17.a (LNT Rental Subsidy Program) and 17.c (LNT Housing Development Program). For instance, an MTW Expansion Agency submitting its MTW Plan-Expansion for its PHA Fiscal Year 2025 (01/01/2025-12/31/2025) must include data for its most recently completed PHA Fiscal Year, which would be the PHA Fiscal Year 2023 (01/01/2023-12/31/2023), as the MTW Plan-Expansion document in that case would be submitted to HUD in October of 2024. If the MTW Expansion Agency houses no LNT families, then zeros must be input into the table.

H. Administrative Information.

H.1: MTW Certifications of Compliance. The format for submission of the required MTW Certifications of Compliance is provided in this MTW Plan-Expansion Form. The preamble to the MTW Certifications of Compliance directs the MTW Expansion Agency to fill in the beginning of the PHA Fiscal Year for which the certification is being made. This must be

provided as the first day of the PHA Fiscal Year to be covered by the MTW Plan-Expansion. For instance, an MTW Expansion Agency submitting its MTW Plan-Expansion for its PHA Fiscal Year 2025 (01/01/2025-12/31/2025) would use 01/01/2025 in that field.

The MTW Certifications of Compliance must be signed by either the Chairperson or Secretary of the Board of the MTW Expansion Agency's legislative body. This certification cannot be signed by an employee unless authorized by the MTW Expansion Agency Board to do so. If this document is not signed by the Chairperson or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

The MTW Certifications of Compliance must be submitted to HUD as part of the MTW Plan-Expansion for each annual submission and each amended annual submission.

H.2: Description of Public Process. The MTW Expansion Agency must provide descriptive information of the elements of public process provided.

H.3: Lobbying Disclosures. The MTW Expansion Agency must provide the forms listed, following applicable instructions on the form itself.

H.4: Reviews, Audits and Inspections. The MTW Expansion Agency must provide a description as directed.
