



MTW Supplement Module – Items to Review Before You Begin (PHA Users)

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Overview

The purpose of this document is to help PHAs with how to use the Moving to Work (MTW) Supplement module within the Housing Information Portal (HIP). The MTW Supplement module contains the [HUD-50075 MTW, MTW Supplement to the Annual PHA Plan](#), form that is used by MTW Expansion PHAs. While HIP is built on the Salesforce platform and you will see references to it at times, it is a custom application, so you should refer to it as HIP, not Salesforce.

Please read this document before attempting to do any work in the HIP MTW Supplement module.

System Requirements

Users **must** use a web browser other than Internet Explorer, such as Google Chrome, Microsoft Edge, or Safari, to access this system. **Internet Explorer is not supported.** If you are unsure what your default web browser is, use the instructions in the Checking your Default Web Browser job aid on the [HIP Training page](#).



Agreeing to the HUD Rules of Behavior and Privacy Act Statement

All users must agree to the HUD Rules of Behavior (HUD RoB) and Privacy Act Statement to access this system. This statement is displayed after a user successfully enters their user credentials on the login screen.

Items to Review Before You Begin

Prior to creating your MTW Supplement to the Annual PHA Plan in the web-based system, you should ensure that you have reviewed the following documents, gathered documents you will need to upload, and read the notes to review listed below.

Since the HIP MTW Supplement module is not meant to be a planning tool, you should not go into the system until you are ready to fill in the web-based form. You should reference the OMB approved MTW Supplement form to know what you will be asked to respond to and then you can use Microsoft Word to draft your responses, especially blocks of text, in a document on your computer. This will allow you to collaborate on your responses with other members of your PHA's staff prior to going into the system as well. Once you know what your responses will be, you can go into the system to create your form.

Documents to Review

Before you start to plan what you will include in your MTW Supplement submission, it will be helpful to review the following documents.

- The MTW Operations Notice
 - The [official version](#)
 - The reader-friendly version – [Sections I-V](#) and [Section VI](#)
- The selection notice for your cohort – this can be found by going to your cohort's page on the [MTW Expansion page](#).
- The [MTW Supplement to the Annual PHA Plan](#) form (OMB approved form)
- The MTW Supplement policy related trainings on the [MTW Supplement web page](#)
- The video that contains a demo of the online system on the [HIP Training page](#)

Documents to Gather

It will be helpful when you are filling out the form online if you gather everything you need before you log in to the system.

- Know the location on your computer of any documentation related to hardship policy, impact analysis, Safe Harbor Waivers, and Agency-Specific Waivers.
- Know the location on your computer for the documents you will need to upload for Section H, Public Comments.
- Ensure that the MTW Certifications of Compliance found in the above linked MTW Supplement form is signed and scanned.

Notes about the MTW Supplement form

There have been some typographical corrections made in the web-based form, listed below, that are not contained in the form linked above that you should keep in mind as you are developing your MTW Supplement.



- Under Section C.17, Local, Non-Traditional (LNT) Activities, in the tables for 17.c, the AMI percentages have been corrected to be 30%, 50%, and 80%.
- In Section G.2, Establishing Reasonable Rent Policy, the follow-up question “Please describe the MTW agency’s plans for its future rent reform activity and the implementation timeline” the OMB approved form states that this question is asked if the PHA answers Yes when in fact it should be No. The web-based form has been updated to reflect that you only need to respond to this follow-up question if you answer No.
- In Section I, Evaluations, the question has been clarified to read "Does the MTW agency have any evaluations of its agency or policies?" in the web-based form.

Notes About the HIP MTW Supplement Module

You can view the HIP MTW Supplement module training materials, including the system demo, on the [HIP Training page](#). This page also includes the list of known system issues that you should review prior to starting a new form to prevent some of the issues that could occur.

Document Update Information

The information below will provide users with details on what has changed in this document over time. If it has been a little bit since you viewed the document, this will help you know what may have changed.

Items Updated	Date Updated
<ul style="list-style-type: none">This information was previously posted but was erroneously omitted when the document was split into individual documents.	09/12/2024