



MTW Supplement Module – Entering Information into Section E (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.

This document will help a PHA user be able to enter information into Section E, Agency-Specific Waivers, of an MTW Supplement form.

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.

Entering Information into Section E, Agency-Specific Waivers

As of April 2024, PHAs can enter the information for each Agency-Specific Waiver (ASW) as it is stated on the OMB approved HUD-50075-MTW form. There are two items to know about this new functionality.

- The system will not pre-populate the titles in Section E.2 as stated on the OMB approved form.
- The ability to delete requests entered on the form will be added in a future release.

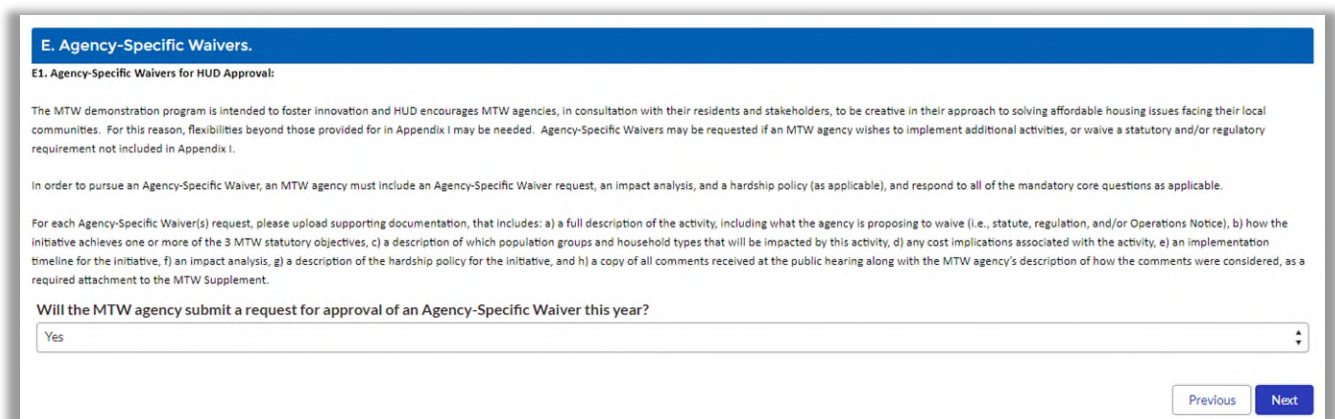
The user will be able to select whether they need to include information in Section E.1, Agency-Specific Waivers for HUD Approval, and Section E.2, Agency-Specific Waiver(s) for which HUD Approval has been Received.

Entering Requests in Section E.1, Agency-Specific Waivers Submitted for HUD Approval

For Section E.1, you will state Yes or No that you have an ASW request to submit this year. If you select No, you will be taken to Section E.2.

To enter information for a new ASW that needs HUD approval:

1. Below the question “Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?” select Yes from the picklist. Click on the Next button to continue.



E. Agency-Specific Waivers.

E1. Agency-Specific Waivers for HUD Approval:

The MTW demonstration program is intended to foster innovation and HUD encourages MTW 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 may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.

In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.

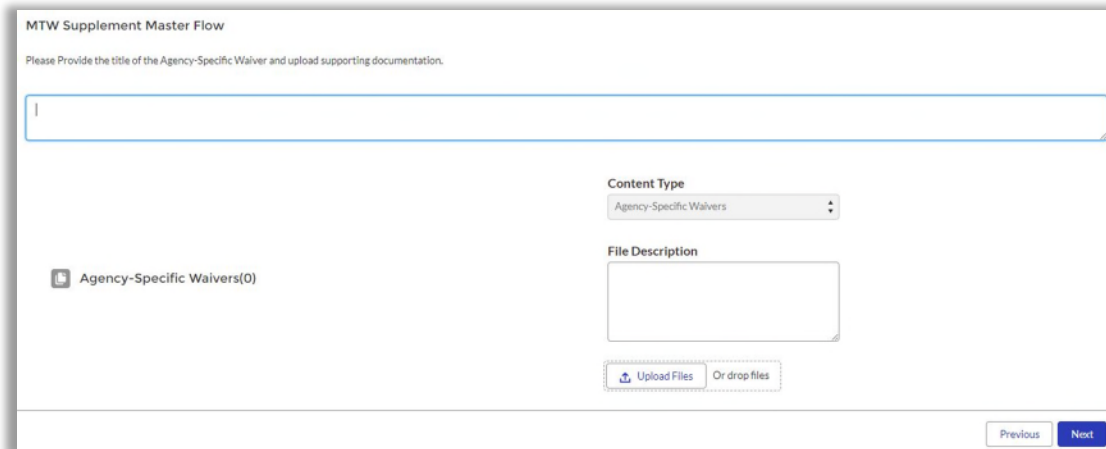
For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.

Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?

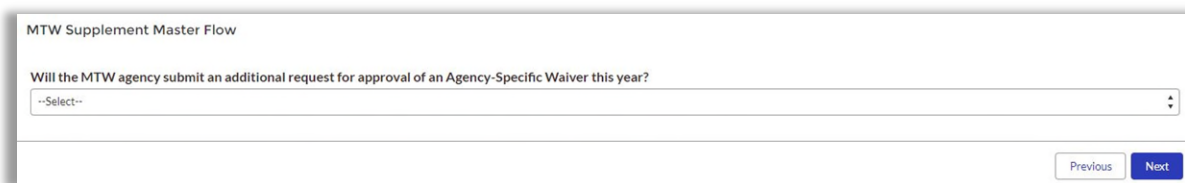
Yes

Previous Next

2. The next page will present a text box to enter the title for the first ASW. Enter the title, keeping in mind that you will need to use this same title in Section E.2 in future year’s annual submissions if the waiver request is approved. Upload the supporting documentation for the waiver request.



3. When you have finished entering the information for this waiver request, click on the Next button to continue.
4. You will be taken to a page that asks if you have any additional ASW requests.
 - ✓ If you select Yes and click on the Next button, you will be taken to a new copy of the page described in step 2 above. Repeat steps 2 and 3 to enter additional waiver requests.
 - ✓ If you select No and click on the Next button, you will be taken to Section E.2.
 - ✓ **NOTE:** If you go into an existing form, you will need to select a response to this question again to be able to continue so the system knows you are done with E.1. For example, if you have already entered all the waiver requests in E.1, you would select No to continue to Section E.2.



Entering Information in Section E.2, Agency-Specific Waiver(s) for which HUD Approval has been Received

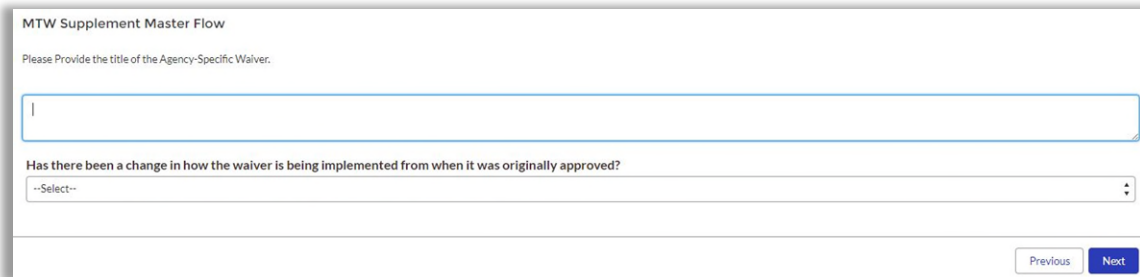
For Section E.2, you will state Yes or No that you have any approved ASW requests to report on. If you select No, you will be taken to Section F.

To enter information about a previously approved ASW:

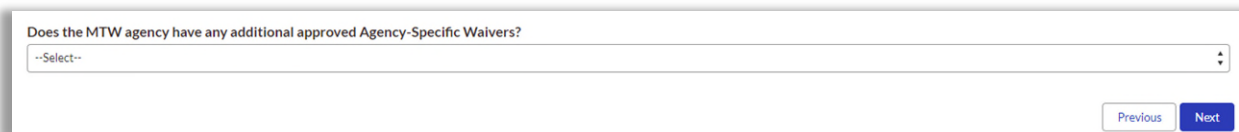
1. Below the question “Does the MTW agency have any approved Agency-Specific Waivers?” select Yes from the picklist. Click on the Next button to continue.
2. The next page will present a text box to enter the title for the first approved ASW. Enter the title. For forms completed after additional functionality was added to Section E in April 2024,

ensure the title matches what you entered in Section E.1 when the ASW was submitted for approval.

3. Enter a response for the question “Has there been a change in how the waiver is being implemented from when it was originally approved?” by selecting a response from the picklist below the question. The response selected will determine what, if any, follow up questions you will see on the next page. Click on the Next button to continue.



4. If you selected Yes or Discontinued as a response on the previous page, you will be presented follow up questions to respond to. Ensure you provide a response for all follow up questions. Click on the Next button to Continue.
5. If you selected that there were no changes to how the waiver is being implemented OR you have provided your responses to the follow up questions for the Yes and Discontinued responses, you will now see a page with the question “Does the MTW agency have any additional approved Agency-Specific Waivers?”
 - ✓ If you select Yes and click on the Next button, you will be taken to a new copy of the page described in step 2 above. Repeat steps 2 and 3, and 4 if applicable, to enter additional approved waiver requests.
 - ✓ If you select No and click on the Next button, you will be taken to Section F.
 - ✓ **NOTE:** If you go into an existing form, you will need to select a response to this question again to be able to continue through the form. For example, if you have already entered all the approved waiver requests in E.2, you would select No to continue to Section F.



Deleting Information from Section E, Agency-Specific Waivers

In release 6.4 the capability to delete requests from sections E.1 and E.2 was added to the MTW Supplement form. The instructions in this section will guide you through the steps to do this.

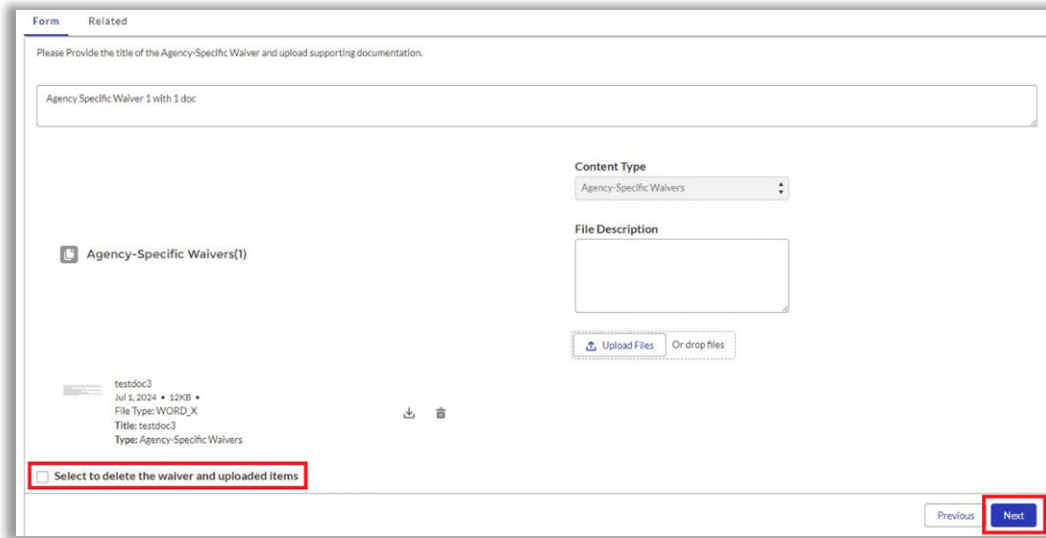
IMPORTANT NOTE: If you need to delete all requests in either E.1 or E.2, DO NOT select No for the initial question that asks if you have any requests to enter. Doing this will not properly delete the request or any files that were uploaded.

Deleting Requests in Section E.1, Agency-Specific Waivers Submitted for HUD Approval

If you need to delete a request that you previously entered in your form because you no longer wish to submit it for HUD approval in this submission, you will be given the opportunity to select each request that needs to be deleted. **Any attachments that were previously uploaded and appear on the page for the request will be automatically deleted once the deletion process has been completed. You will not need to manually delete the files.**

To delete an ASW request:

1. On the initial E.1 page that asks, “Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?” leave the previously selected answer of Yes and click the Next button to continue. This is the only way you will be able to view your previously entered requests.
2. Navigate to the request you need to delete.
3. In the bottom left corner of the page below the area where files can be uploaded or may have been uploaded already, click on the checkbox to the left of the words “Select to delete the waiver and uploaded items”. There should be a check in the box.
4. Click on the Next button. If you have previous entered other requests, you will see them and will need to navigate through them using the Next button. If you wish to delete additional requests, check the box next to “Select to delete the waiver and uploaded items” on the page for that request just as you did for the first request in step 3.



Please Provide the title of the Agency-Specific Waiver and upload supporting documentation.

Agency Specific Waiver 1 with 1 doc

Content Type
Agency-Specific Waivers

File Description

Agency-Specific Waivers(1)

testdoc3
Jul 1, 2024 • 12KB •
File Type: WORD_X
Title: testdoc3
Type: Agency-Specific Waivers

Select to delete the waiver and uploaded items

Previous **Next**

5. Once you have navigated through all previously entered requests, you will see a page that lists all requests that you checked the box for.
 - ✓ If you only select one request to delete, you will see the radio button to the left of the name in the MTWS Waiver Name column is already selected. Proceed to the next step.
 - ✓ If you select multiple requests to delete, you will see each of them listed and there will be a checkbox to the left of each name in the MTWS Waiver Name column. The checkboxes should already be selected. If they are not, place a checkmark in all of them. Proceed to the next step.



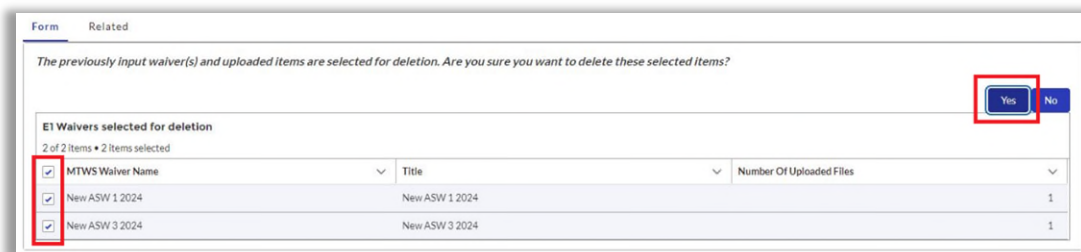
The previously input waiver(s) and uploaded items are selected for deletion. Are you sure you want to delete these selected items?

Yes No

E1 Waivers selected for deletion
1 of 1 item • 1 item selected

MTWS Waiver Name	Title	Number Of Uploaded Files
<input checked="" type="radio"/> Agency Specific Waiver 1 with 1 doc	Agency Specific Waiver 1 with 1 doc	1

Example of page showing one request was selected for deletion



The previously input waiver(s) and uploaded items are selected for deletion. Are you sure you want to delete these selected items?

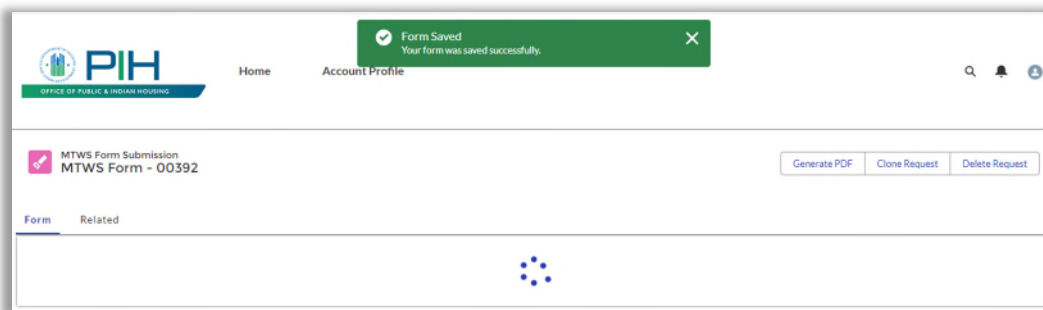
Yes No

E1 Waivers selected for deletion
2 of 2 items • 2 items selected

MTWS Waiver Name	Title	Number Of Uploaded Files
<input checked="" type="checkbox"/> New ASW 1 2024	New ASW 1 2024	1
<input checked="" type="checkbox"/> New ASW 3 2024	New ASW 3 2024	1

Example of page showing multiple requests were selected for deletion

- If you are sure that you want to delete the request(s), click on the Yes button on the right side of the page above the list of requests to be deleted. **You will not receive a pop-up message asking if you are sure you want to delete the request(s)!** You will see a confirmation box at the top of the page that confirms the form has been saved. The request(s) and any associated files uploaded to the request(s) have been deleted from the form.



- You will see the page with the question “Will the MTW agency submit an additional request for approval of an Agency-Specific Waiver this year?” You must select an answer for this question to continue. Select Yes if you want to go back and enter a new request **OR** select No to continue to Section E.2.

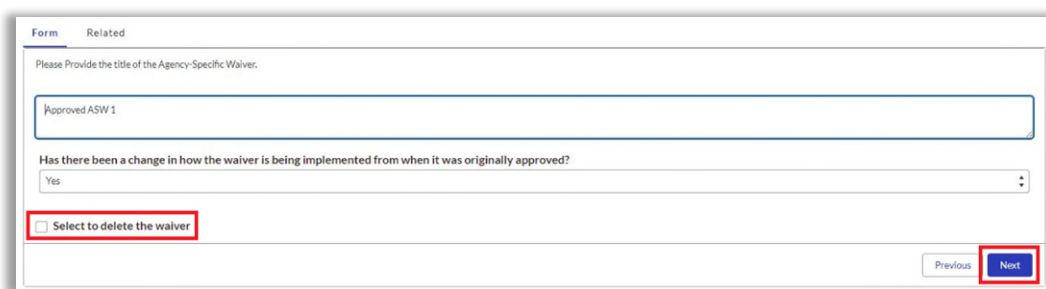
Deleting Information in Section E.2, Agency-Specific Waiver(s) for which HUD Approval has been Received

There may be times when you will need to delete a request you have entered in Section E.2. While you can do these steps by navigating back to Section E from subsequent sections of the form (Sections F, G, H, I, or J), it is best if you go into an existing form and navigate to Section E from the beginning of the form to ensure the process works properly. If you do not need to delete any requests from E.1, you would simply navigate through that part until you reach E.2.

Unlike Section E.1, you do not upload files for the ASW that are listed in E.2 because these waivers were approved in a previous submission. If you delete a waiver listed in E.2, it will delete all the information that was entered for that ASW.

To delete information about an approved ASW:

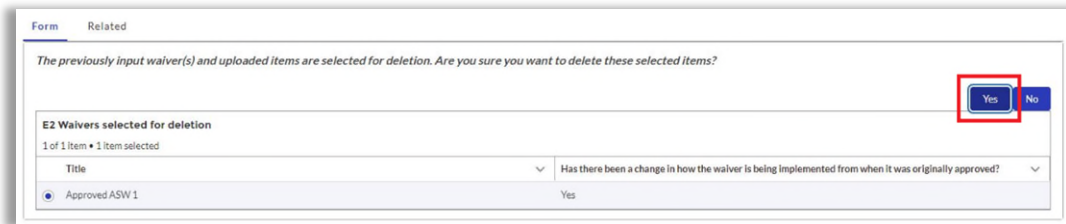
1. On the initial E.2 page that asks, “Does the MTW agency have any approved Agency-Specific Waivers?” leave the previously selected answer of Yes and click the Next button to continue. This is the only way you will be able to view your previously entered information.
2. Navigate to the ASW you need to delete.
3. In the bottom left corner of the page below the picklist for the question “Has there been a change in how the waiver is being implemented from when it was originally approved?”, click on the checkbox to the left of the words “Select to delete the waiver”. There should be a check in the box.
4. Click on the Next button. If you have previous entered other waivers, you will see them and will need to navigate through them using the Next button. If you wish to delete additional waivers, check the box next to “Select to delete the waiver” on the page for that waiver just as you did for the first request in step 3.



The screenshot shows a web form titled "Form" with a "Related" link. The main heading is "Please Provide the title of the Agency-Specific Waiver." Below this is a text input field containing "Approved ASW 1". Underneath is a picklist question: "Has there been a change in how the waiver is being implemented from when it was originally approved?" with a dropdown menu currently set to "Yes". At the bottom left, there is a checkbox labeled "Select to delete the waiver" which is checked. At the bottom right, there are two buttons: "Previous" and "Next", with the "Next" button highlighted in blue.

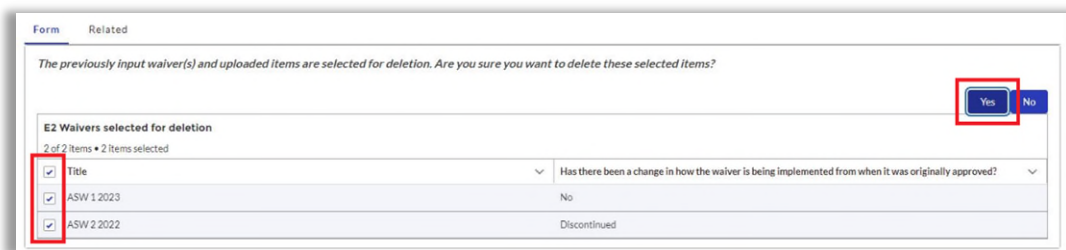
5. Once you have navigated through all previously entered waivers, you will see a page that lists all waivers that you checked the box for.
 - ✓ If you only select one waiver to delete, you will see the radio button to the left of the name in the MTWS Waiver Name column is already selected. Proceed to the next step.
 - ✓ If you select multiple waivers to delete, you will see each of them listed and there will be a checkbox to the left of each name in the MTWS Waiver Name column. The

checkboxes should already be selected. If they are not, place a checkmark in all of them. Proceed to the next step.



The screenshot shows a confirmation dialog with the text: "The previously input waiver(s) and uploaded items are selected for deletion. Are you sure you want to delete these selected items?". Below this, it says "E2 Waivers selected for deletion" and "1 of 1 item • 1 item selected". A table lists one item: "Approved ASW 1" with a "Yes" response to the question "Has there been a change in how the waiver is being implemented from when it was originally approved?". A "Yes" button is highlighted with a red box.

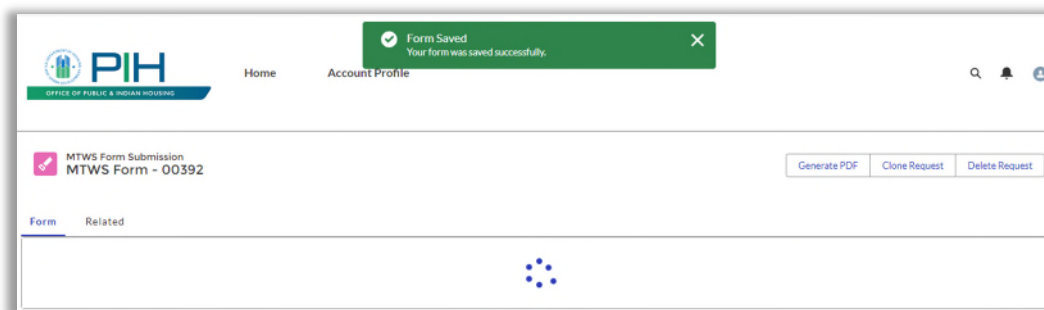
Example of page showing one waiver was selected for deletion



The screenshot shows the same confirmation dialog but with "2 of 2 items • 2 items selected". The table lists two items: "ASW 1 2023" (No) and "ASW 2 2022" (Discontinued). Both rows have a checked checkbox in the left margin, which is highlighted with a red box. The "Yes" button is also highlighted with a red box.

Example of page showing multiple waivers were selected for deletion

- If you are sure that you want to delete the waivers(s), click on the Yes button on the right side of the page above the list of waivers to be deleted. **You will not receive a pop-up message asking if you are sure you want to delete the waiver(s)!** You will see a confirmation box at the top of the page that confirms the form has been saved. The waiver(s) have been deleted from the form.



The screenshot shows the top of the Housing Information Portal with a green notification box that says "Form Saved. Your form was saved successfully." Below this, the page title is "MTWS Form Submission" and "MTWS Form - 00392". There are buttons for "Generate PDF", "Clone Request", and "Delete Request". The "Form" tab is selected, and a loading spinner is visible at the bottom.

- You will see the page with the question "Does the MTW agency have any additional approved Agency-Specific Waivers?" You must select an answer for this question to continue. Select Yes if you want to go back and enter a new waiver **OR** select No to continue to Section F.

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
• Added information about deleting requests from E.1 and E.2	08/27/2024
• Moved information about working in Section E to its own document.	08/19/2024