



MTW Supplement Module – Entering Information into Section F (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 F, Public Housing Operating Subsidy Grant Reporting, 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

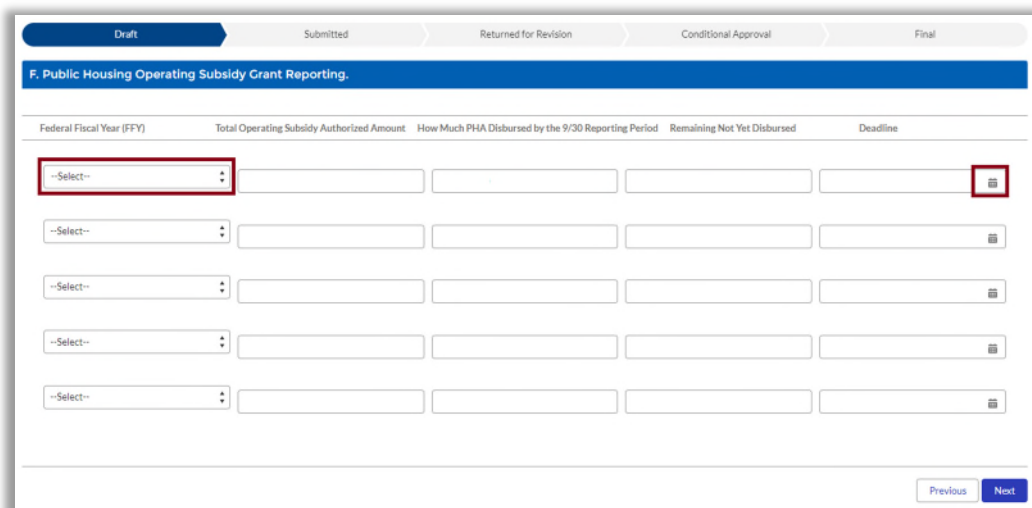
All users must agree to the HUD Rules of Behavior (HUD RoB) and Privacy Act Statement to access this system. This statement is displayed after a user successfully enters their user credentials on the login screen.

Section F, Public Housing Operating Subsidy Grant Reporting

In this section of the form, you will provide the public housing Operating Subsidy grant information for Operating Subsidy grants appropriated in each Federal Fiscal Year (FFY) the PHA is designated an MTW PHA.

For each grant that you need to report on, you will include the following information. If for some reason you need to delete a row of data, you will reset the Federal Fiscal Year (FFY) picklist to “-Select-” and delete the text from the other boxes.

- The FFY of each grant in the Federal Fiscal Year (FFY) column. This is a picklist that you will choose the year from.
- The total authorized amount for each grant in the Total Operating Subsidy Authorized Amount column. This is a text box that you will type the amount into.
- The total disbursed amount for each grant in the How Much PHA Disbursed by the 9/30 Reporting Period column. This is a text box that you will type the amount into.
- The amount of funds remaining (not yet disbursed) in the Remaining Not Yet Disbursed column. This is a text box that you will type the amount into.
- The date the account will close, and funds will no longer be legally available for any purpose in the Deadline column. This is a text box you can type the date in MM/DD/YYYY format. You can also click on the calendar icon on the right side of the box to select the date from the calendar. As stated in the instructions in the OMB approved form, the deadline will always start with 9/30. The year part of the date depends on the Federal Fiscal Year of the grant. Some examples are provided below for your reference.
 - For Federal Fiscal Year 2023, the deadline is 9/30/2031.
 - For Federal Fiscal Year 2024, the deadline is 9/30/2032.
 - For Federal Fiscal Year 2025, the deadline is 9/30/2033.
 - For Federal Fiscal Year 2026, the deadline is 9/30/2034.
 - For each Federal Fiscal Year after 2026 add an additional year to the deadline date.



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
• Moved information about working in Section F to its own document.	08/22/2024