

## MTW Expansion – *Potential* Implementation Timeline

In the timeline examples below, PHA A, B, and C, show the essential steps that must be completed to begin implementation.

Key Milestones/ Potential Timeline Options	Receive Selection Letter	Step 1: ACC Executed	Step 2: Finance	Step 3: Public Process	Step 4: Submit MTW Supplement	Step 5: Migrate data to IMS-PIC Mod	Step 6: Coordinate w. PD&R and Evaluator	Step 7: Receive Approval and Begin Implementation
PHA A	January	April	May	June/July	August	September	October	Oct/Nov
PHA B	January	June	July	August/Sept	October	November	December	Jan/Feb
PHA C	January	August	Sept	October/Sept	December	January	February	March/April

**NOTE:** Although the timelines for each PHA may vary, the order of steps 1-7 will remain the same for all; however, steps 1, 2, and 3 could happen simultaneously and potentially shorten the overall timeline.

<p><b><u>Step 1:</u> Complete &amp; Execute the MTW ACC Amendment</b></p> <ul style="list-style-type: none"> <li>Review the MTW ACC Amendment with PHA Board</li> <li>Receive PHA Board approval, sign, and submit the MTW ACC Amendment to HUD</li> <li>HUD will review, sign (aka execute) and date the MTW ACC Amendment and return it to the PHA.</li> </ul> <p><b>Remember:</b> Execution of the MTW ACC Amendment by HUD will be the PHA’s official entry date to the MTW Demonstration Program</p>	<p><b><u>Step 2:</u> Prepare your Agency’s Finances</b></p> <ul style="list-style-type: none"> <li>See the “Helpful Resources” page</li> <li>Remember, that the PHA cannot use funds flexibly until the <i>1<sup>st</sup> of the month, following</i> the date that MTW ACC Amendment is executed by HUD.</li> <li>MTW PHAs are subject to 2 CFR Part 200 requirements.</li> </ul>	<p><b><u>Step 3:</u> Conduct Public Process and Complete Development of your PHA’s MTW Supplement to the Annual PHA Plan</b></p> <ul style="list-style-type: none"> <li>Develop and complete the initial research for the MTW Activities that the PHA has determined it intends to implement.</li> <li>Hold the Public Hearing(s) regarding the Supplement, discuss potential MTW activities with program participants, gather public feedback and finalize the PHA’s program.</li> </ul>
<p><b><u>Step 4:</u> Submit the MTW Supplement</b></p> <ul style="list-style-type: none"> <li>Complete and submit the PHA MTW Supplement at the same time as the PHA’s Annual Plan is submitted to the Field Office.</li> </ul> <p><b>Remember:</b> The MTW Supplement is submitted via the on-line system.</p>	<p><b><u>Step 5:</u> Migrate HUD-50058 and building and unit data to within the new IMS/PIC Modernization system</b></p> <ul style="list-style-type: none"> <li>Examine and ensure all active households are in the current IMS/PIC System with the most recent action</li> <li>Examine building and unit data, to ensure all is correct</li> </ul>	<p><b><u>Step 6:</u> Coordinate with PD&amp;R and the Evaluation Team on Research</b></p> <ul style="list-style-type: none"> <li>Attend Meetings with PD&amp;R and the Evaluator and set up research on MTW Activities</li> </ul>
<p><b><u>Step 7:</u> Receive Approval of MTW Supplement from HUD Field Office</b></p>	<p><b>Begin Implementation</b></p>	