



Berkeley Housing Authority

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Item 7F

NEW BUSINESS

June 9, 2022

Office of the Executive Director

To: Honorable Chair and Members of the Berkeley Housing Authority Board
From: Rachel Gonzales-Levine, Acting Executive Director
Subject: Move To Work (MTW) Update

Background

The recent onboarding webinar training session, focused on a new version of a form used each day by every housing authority in the nation: the HUD Family Report, also referred to as the “HUD form 50058.” This is the 27-page form that is submitted as a “certification” online each time staff sends a record through our database to the HUD centralized PIC system, used in documenting characteristics about each household served, as well as all of the income and deductions allowable, the Payment Standard applicable for the voucher size, Contract Rent, utilities, etc. In essence, the 50058 both allows HUD, and housing authorities, to collect data on important characteristics of our households served, and ensures that the rent calculation is done correctly.

HUD has been working on an update to the 50058 for quite a while and is almost ready to roll it out; the new MTW agencies will be involved in the implementation. There are various items that will newly be tracked, relevant to our Landlord Incentives Cohort, including documenting financial incentives paid to landlords such as signing bonuses or other payments to landlords to entice them to participate with us. Evaluation of the funds spent as tracked in the new form will help housing authorities, HUD, and the evaluation team, to both establish a baseline and be able to run reports on the impacts our MTW efforts are making, and identify initiatives tested that may be unsuccessful, indicating a need to change course.

HUD shared that the rollout of the new 50058/database system will be gradual, focusing on one to two MTW agencies at a time, and even shared tips on what to do if the system is not working as designed (for example use current system and hold onto the 50058s until the new system has the bugs all worked out). Staff will also have to work with our software provider to ensure that they have the coding in place to allow us to utilize this new MTW related form; we’ll have to test the usage of it; and train staff—but the timing of this will be relative to the MTW Supplement to the Annual Plan process, as it will not be necessary until after the Supplement is complete, submitted to HUD, and approved.

Next Steps

As shared previously, below is a screenshot of a sample timeline provided by HUD to give context to the planning requirements that go into an MTW Supplement, as well as the overall steps necessary to become a full-fledged MTW agency. Staff continues to consider the proper staffing levels to ensure that this new body of work is properly managed in a thoughtful and thorough way.

Example Timeline for PHA Plan and MTW Supplement Completion

Action	Jan. 1 FY Start	April 1 FY Start	July 1 FY Start	Oct. 1 FY Start
Begin preparations for developing PHA Plan & MTW Supplement	May	August	November	February
Draft PHA Plan and MTW Supplement for discussion with staff, residents, & community partners	Mid-July	Mid-Oct.	Mid-Jan.	Mid-April
45-day public review period	Mid-Aug.	Mid-Nov.	Mid-Feb.	Mid-May
Public Hearing *	First week of Oct.	First week of Jan.	First week of April	First week of July
PHA Plan & MTW Supplement due **	Mid-Oct.	Mid-Jan.	Mid-April	Mid-July
Update Administrative Plan and Admissions and Continued Occupancy Policy (ACOP)	Upon Approval	Upon Approval	Upon Approval	Upon Approval

* Required # of hearings depends on Safe Harbor or Agency-Specific Waivers are being requested

** Exact due date depends on PHA's fiscal year beginning



MTW Expansion: Landlord Incentives Cohort Onboarding – The MTW Supplement – Tips for Success

Steps from Selection to Implementation

- 1 • Complete & Execute the MTW ACC Amendment
- 2 • Prepare your Agency's MTW Finances
- 3 • Conduct Public Process and Complete Development of The MTW Supplement
- 4 • Submit the MTW Supplement to the PHA Plan
- 5 • Transfer PIC 50058 data to IMS/PIC Modernization
- 6 • Coordinate with PD&R and Evaluation Team
- 7 • Receive Approval of MTW Supplement from HUD FO