

## **Moving to Work (MTW) Demonstration and RAD**

### **Attachment A Fact Sheet**

- The MTW Agreement contains four attachments, one of which is the attachment outlining the MTW Agency's Capital Fund, Public Housing, and Housing Choice Voucher (HCV) program funding calculations, also known as Attachment A.
- MTW Agencies are funded pursuant to their Attachment A, therefore an amendment of Attachment A is needed in order to convert applicable public housing funding to the HCV account for purposes of RAD.
- Notice PIH 2012-32, REV-2, Section 1.5.F: "Further, prior to conversion, MTW agencies will be required to amend Attachment A of their MTW Agreement to the extent HUD determines is necessary to meet the statutory requirements of RAD. The PHA must request the amended Attachment A language from their MTW coordinator and follow provided instructions to return an executed Attachment A amendment to HUD no later than the Financing Plan submission."
- MTW Agencies are recommended to request the Attachment A amendment from their MTW Coordinator early in the conversion process. A request via email is acceptable.
- Attachment A's must be executed by the Agency Executive Director and adopted by the Board of Directors (or other governing body). Detailed sample instructions on executing the Attachment A are attached.
- Once the MTW Office receives hard copies of the executed Attachment A, then it will enter them into its concurrence process for counter-signature by the HUD Deputy Secretary. As an FYI, this can be a lengthy process.
- Transaction Managers should invite the RAD SME in the MTW Office, John Concannon, and the MTW Coordinator for each MTW Agency to the kick-off call and transaction calls. See attached list of MTW Coordinator assignments.
- PIH is currently negotiating an extension of MTW Agreements, which expire at the end of each Agency's FY 2018. The new MTW Agreement Attachment A's will contain RAD language that will make this process of amending Attachment A's moot for most Agencies, but those negotiations are still underway as of fall 2015. The MTW Office will keep Recap informed of any changes.

Any questions, please contact John Concannon at  
(202) 402-2275 or [john.m.concannon@hud.gov](mailto:john.m.concannon@hud.gov)

**MTW PHAs and MTW Coordinators sorted by PHA Code**

<b>PHA Code</b>	<b>MTW PHA Name</b>	<b>MTW Coordinator</b>
AK001, AK901	Alaska Housing Finance Corporation	John Concannon
CA003	Oakland Housing Authority	Alison Smith
CA014	Housing Authority of the County of San Mateo	Alison Smith
CA019	Housing Authority of the County of San Bernardino	Ebony Gayles
CA030	Tulare County Housing Authority	Alison Smith
CA059, CA056	Housing Authority of the County of Santa Clara/City of San Jose	Alison Smith
CA063	San Diego Housing Commission	Ebony Gayles
CO016	Boulder Housing Partners	John Concannon
CT004	Housing Authority of the City of New Haven	John Concannon
DC001	District of Columbia Housing Authority	John Concannon
DE004, DE901	Delaware State Housing Authority	John Concannon
FL004	Orlando Housing Authority	Ebony Gayles
GA004	Housing Authority of Columbus, Georgia	Alison Smith
GA006	Atlanta Housing Authority	Laurel Davis
IL002	Chicago Housing Authority	Laurel Davis
IL006	Housing Authority of Champaign County	John Concannon
KS053	Lawrence-Douglas County Housing Authority	Alison Smith
KY001	Louisville Metropolitan Housing Authority	Ebony Gayles
KY004	Lexington-Fayette Urban County Housing Authority	Ebony Gayles
MA003	Cambridge Housing Authority	Alison Smith
MA005	Holyoke Housing Authority	Alison Smith
MA901	Massachusetts Department of Housing and Community Development	Ebony Gayles
MD002	Housing Authority of the City of Baltimore	Laurel Davis
MN002	Minneapolis Public Housing Authority	Ebony Gayles
NC003	Charlotte Housing Authority	Alison Smith
NE002	Lincoln Housing Authority	Alison Smith
NH010	Keene Housing	Ebony Gayles
NV001	Housing Authority of the City of Reno	Alison Smith
OH031	Portage Metropolitan Housing Authority	John Concannon

OR002	Housing Authority of Portland	John Concannon
PA001	Housing Authority of the City of Pittsburgh	John Concannon
PA002	Philadelphia Housing Authority	Alison Smith
TX006	San Antonio Housing Authority	Alison Smith
VA019	Fairfax County Redevelopment and Housing Authority	Alison Smith
WA001	Seattle Housing Authority	John Concannon
WA002	King County Housing Authority	John Concannon
WA005	Tacoma Housing Authority	John Concannon
WA008	Vancouver Housing Authority	John Concannon

## **SAMPLE INSTRUCTIONS**

### **Executing the Rental Assistance Demonstration (RAD) Amendment to Attachment A of the Standard Moving to Work (MTW) Agreement**

The public comment period detailed in the Standard MTW Agreement for Agreement amendments originated by Boulder Housing Partners (BHP) does not apply, as HUD is the originating entity. Further, the amendment is technical in nature and the substance of BHP's RAD program has been extensively vetted by the community. BHP should, however, make this amendment available for public comment per any state and/or local regulations.

BHP should present this amendment at a Board Meeting so that the Board of Commissioners (or other governing body) can adopt a resolution that: approves the amendment to the Standard MTW Agreement and authorizes the Executive Director of BHP to execute these documents.

After the Board has approved the resolution, the Executive Director of BHP should sign two (2) copies of the amendment. BHP should then email an electronic version of the signed amendment and the Board Resolution to the MTW Program Director (Marianne Nazzaro) and the MTW Coordinator (John Concannon). The two (2) signed hard-copies of the amendment and a copy of the Board Resolution should then be mailed via a carrier with tracking capabilities, to:

John Concannon  
Moving to Work Office  
U.S. Department of Housing and Urban Development  
451 Seventh Street SW, Suite 4138  
Washington, DC 20410

Once HUD receives the signed documents and Board Resolution, HUD will send BHP a confirmation of receipt and consider the amendment "executed" for the purposes of satisfying the requirement of RAD. The Deputy Secretary of HUD will then sign both copies of the amendment. One original copy will be returned to the BHP. HUD will consider the amendment "fully executed" as of the date that the Deputy Secretary signs the documents.