

MTW Plan and Report Electronic Submission Guidance

1. Purpose

The following document outlines issues, suggestions and options related to the electronic submission of a Moving to Work (MTW) public housing agency's (agency) Annual MTW Plan and Annual MTW Report to HUD.

2. Introduction

Section VII.A.1.c. of the Amended and Restated MTW Agreement (Standard Agreement) says that MTW agencies must provide a copy of the Annual MTW Plan and Annual MTW Report submission to HUD headquarters via an electronic format. The Standard Agreement notes examples of acceptable electronic formats as Microsoft Word or Adobe PDF.

MTW Plans and Reports are reviewed by HUD staff located in headquarters and in field offices. The Department relies on the electronic submission of files in an appropriate size and format to facilitate the sharing of these documents across offices. The following guidance is provided to help agencies to comply with the electronic submission requirement.

3. Formats for Electronic Submission

HUD prefers that an agency submit its MTW Plan and Report in one of the following document formats:

- Microsoft Word,
- PDF (as a converted PDF, not a scanned PDF), or
- Rich Text File.

These formats coincide with HUD's computing systems and with other commonly utilized document formats. An agency that cannot save its Plan or Report as a Microsoft Word file can either submit it as a PDF file or a Rich Text File. An agency choosing to submit a PDF file should use a software package that converts the Plan or Report file into a PDF. PDF files should not be created by scanning a hard copy of the Plan or Report as this process creates an extremely large file size. An agency that cannot submit a Microsoft Word or PDF file can save the Plan or Report file as a Rich Text File for submission.

In order to ensure that HUD staff can open the Plan or Report file, all agencies should submit in one of the above-listed formats. If an agency can not submit files in any of these formats the agency should contact the MTW office for additional guidance on how to meet the electronic submission requirement.

3.1 Submissions Comprised of Multiple Formats

HUD recognizes that at times it may be necessary for an agency to submit different parts of the Plan or Report as different file types. For example, an agency may create its Plan in Microsoft Word but may have supplementary materials (i.e. capital fund forms) that are only available as a PDF. In such instances, the agency may submit the body of the Plan as one file type and the

appendices containing supplementary materials as an alternate file type. Please note that the body of the MTW Plan or Report should be submitted as one file type and preferably in one file.

4. Methods of Electronic Transmittal

HUD prefers to receive an agency's MTW Plan and Report files by e-mail transmission. Note that HUD's email system cannot receive attachments larger than 12 megabytes in total size and an agency's email provider may have lower size limits. An agency can submit electronic files via a CD or DVD if the file(s) are too large for submission via email.

File Transfer Protocol (FTP) and other forms of data download that require HUD staff to logon to a web portal to retrieve a Plan or Report are not valid methods of submission unless approved by the MTW Program Director.

5. Reducing File Size to Enable Transmittal

There are a number of ways to reduce file size to facilitate email transmittal. The following strategies are suggested:

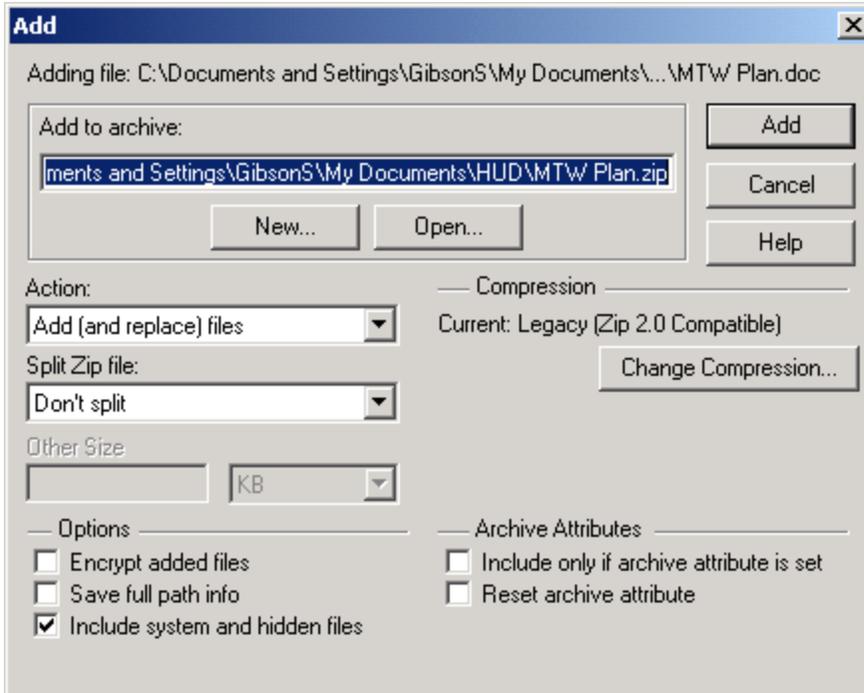
- Compress files,
- Remove ancillary pictures or graphics, or
- Split the document into multiple files.

5.1 Zipped or Compressed Files

Winzip is a commonly used compression utility that can be used to compress or zip files into a smaller size. An agency can download a trial version of Winzip at: <http://www.winzip.com/trialpay.htm>. While the following instructions are for Winzip, an agency may use other applications that compress a file into a ZIP format.

To zip a file using Winzip on a PC with Windows:

1. Locate the file to save in Windows Explorer.
2. Right click on the document.
3. Select **Winzip** from the choices displayed in the list.
4. Select **Add to Zip file...** from the choices displayed in the list.
5. The following box will appear:



- 5.1 In the **Add to archive:** field, if you want the Zip file to have the same name as the file you are zipping, you do not need to change anything in this box. Note: While the file name will stay the same, the extension will change to “.zip”. If you want to change the name of your zip file, enter the new name in the field with “.zip” as the extension.
- 5.2 Under **Options:** select **Include system and hidden files**
- 5.3 Click the **Add** button
6. The zipped version of the file (with the .zip extension) will be saved in the same location on your computer as the original version of the file zipped.

5.2 Pictures and Graphics

High-resolution pictures or graphics can significantly expand the file size. If an agency chooses to include these items in its Plan or Report submission, the resolution of the pictures or graphics should be reduced prior to insertion into the Plan or Report document. Reducing the resolution of the picture or graphic will help to keep the size of the overall Plan or Report file manageable.

Microsoft Office includes a standard utility for picture/graphic viewing and editing called Microsoft Photo Editor. The resolution can be changed via the ‘Properties’ dialogue box in this software package. An agency may also use any other application that can adjust the properties of pictures and graphics.

5.3 Splitting Documents into Multiple Files

As noted in Section 3.1 of this guidance document, HUD prefers to receive the body of the MTW Plan or Report submission as one document. In some instances where the size of the file is too large to effectively transmit electronically to HUD, it may be necessary to divide the body of the

MTW Plan or Report into multiple files. When an agency employs this strategy, the division should occur at the end of a section of the reporting requirements. Sections should not be split across multiple files. The total number of files that a Plan or Report can be split into should not exceed three files. And, as stated in Section 3.1, all parts of the body of the Plan or Report should be submitted in the same document format.

6. Questions

MTW agencies with questions on the information required in the Standard Agreement or the information discussed in this document should contact:

Moving to Work Demonstration Program
Attention: Mr. Ivan Pour, Program Director
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