|  |
| --- |
| EMIS |
| HEROS |
| HUD Environmental Review Online System |
| Business Rules and Mock Screens |
| **Kevin M. Kaiser / Chunwah (CW) Cheah** |
| **8/28/2024** |

|  |
| --- |
| This document contains the mock-up screens and business rules as captured during the HEROS requirements sessions. The information in this document will be used to design and develop the system and capture additional changes made thus being a living document. |

Legend:

**Highlighted in yellow:** Screen can be shared between parts 50 and 58 without change

* Exception: we have the new OneCPD links! So those have been updated as necessary

**Highlighted in blue:** Screen can be shared between parts 50 and 58 with some changes

* Screen content included in this document

**Highlighted in green:** Screen is new to part 50

* Screen content included in this document

**Highlighted in gray:** Either a heading or a screen used exclusively in part 58

All screen titles have been reformatted.

Contents

[Latest Revisions 1](#_Toc166662586)

[Generic Business Rules 1](#_Toc166662587)

[Mock-up Screens 1](#_Toc166662588)

[0000 – HEROS Log-in 1](#_Toc166662589)

[0110 – HEROS Log-in Screen 1](#_Toc166662590)

[0120 – HEROS Rules of Behavior 2](#_Toc166662591)

[0140 – Certify Contact Information 3](#_Toc166662592)

[0160 – HEROS Profile Selection 4](#_Toc166662593)

[0200 – User and Organization Admin 5](#_Toc166662594)

[0210 - Users Search 6](#_Toc166662595)

[0215 – Users Search Result 7](#_Toc166662596)

[0210 – Organization Search 8](#_Toc166662597)

[0218 – Organization Search Result 9](#_Toc166662598)

[0230 - Organization associated with user 10](#_Toc166662599)

[0232 - Responsible Entity Associated with User 10](#_Toc166662600)

[0234 - Partner Organization Associated with User 11](#_Toc166662601)

[0236 - State Agency – Organization Associated with User 11](#_Toc166662602)

[0240 - Organization Search 13](#_Toc166662603)

[0242 – Organization Info 14](#_Toc166662604)

[0220 - User Profile 16](#_Toc166662605)

[0244 – Partner Organization Search 18](#_Toc166662606)

[0246 – Partner Organization Info - Add 19](#_Toc166662607)

[0246 – Partner Organization Info - Edit 20](#_Toc166662608)

[0247 – Partner Organization Links 21](#_Toc166662609)

[0248 - Responsible Entity Associated with Partner Organization 22](#_Toc166662610)

[0250 - User Profile Privileges 23](#_Toc166662611)

[0252 - HUD Headquarters 27](#_Toc166662612)

[0254 - Responsible Entity 29](#_Toc166662613)

[0256 - Partner 30](#_Toc166662614)

[0258 - State Agency 31](#_Toc166662615)

[1000 – Dashboard Section 32](#_Toc166662616)

[Menu Structures 33](#_Toc166662617)

[Part 58 Menu Structures 33](#_Toc166662618)

[Side menu Partner view 34](#_Toc166662619)

[Side menu State Agency view 35](#_Toc166662620)

[Side menu for RE Users and HUD Users 36](#_Toc166662621)

[Side Menu (Tiered Reviews) – Part 58 40](#_Toc166662622)

[Side Menu (Supplemental Assistance Review) 43](#_Toc166662623)

[Part 50 Menu Structures 44](#_Toc166662624)

[Side menu Partner view 44](#_Toc166662625)

[Side menu for HUD Users 45](#_Toc166662626)

[Side Menu (Tiered Reviews) – Part 50 48](#_Toc166662627)

[1020 – My Environmental Reviews (50/58) 🗹 50](#_Toc166662628)

[1021 – Cancel Review (50/58) 🗹 54](#_Toc166662629)

[1024 – Assign Review (50/58) 55](#_Toc166662630)

[1026 – Assignment History (50/58) 59](#_Toc166662631)

[1030 – My Tiered Reviews (50/58) 🗹 60](#_Toc166662632)

[1070 – Search Projects (50/58) 63](#_Toc166662633)

[1100 - Initial Screens 65](#_Toc166662634)

[1101 – Review Type (50/58) 🗹 65](#_Toc166662635)

[1105 - Initial Screen (50/58) 🗹 66](#_Toc166662636)

[1120 – Sensitive Information (50/58) 🗹 75](#_Toc166662637)

[1122 – Sensitive Information Guidance (50/58) 🗹 76](#_Toc166662638)

[1125 - Project Summary (50/58) 🗹 77](#_Toc166662639)

[1161 - Reevaluation of a Completed Review (58) 81](#_Toc166662640)

[1162 - Reevaluation of a Completed Review (50) 🗹 83](#_Toc166662641)

[1200 – Tiering 84](#_Toc166662642)

[1210 - Tiered Review: Level of Review (58) 85](#_Toc166662643)

[1215 – Tiered Review: Level of Review (50) 🗹 87](#_Toc166662644)

[1220 - Tiered Review: Project Summary (50/58) 🗹 89](#_Toc166662645)

[1230 - Tiered Review: EA Upload (50/58) 🗹 92](#_Toc166662646)

[1240 - Site-Specific or Tier 2 Reviews (50/58) 🗹 93](#_Toc166662647)

[1251 – Tiered Review: Related Laws and Authorities (50/58) 🗹 96](#_Toc166662648)

[1252 – Tiered Review: Written Strategy (50/58) 🗹 99](#_Toc166662649)

[1300 - Level of Review Determination 100](#_Toc166662650)

[1311 - Level of Review (58) 101](#_Toc166662651)

[1315 - Level of Review (50) 🗹 105](#_Toc166662652)

[1320 - Level of Review Determination Assistant (58) 109](#_Toc166662653)

[1340 - Level of Review Confirmation (58) 115](#_Toc166662654)

[1341 - Level of Review Confirmation - Exempt (58) 115](#_Toc166662655)

[1342 - Level of Review Confirmation - CENST (58) 116](#_Toc166662656)

[1344 - Level of Review Confirmation – CEST (58) 117](#_Toc166662657)

[1346 - Level of Review Confirmation - EA (58) 118](#_Toc166662658)

[1348 - Level of Review Confirmation - EIS (58) 119](#_Toc166662659)

[1351 – LOR: No Compliance Required (50) 🗹 120](#_Toc166662660)

[1365 - Cooperating Agency (50/58) 🗹 121](#_Toc166662661)

[1366 - Project Justification (50/58) 123](#_Toc166662662)

[1370 - Environmental Impact Statement (50/58) 🗹 124](#_Toc166662663)

[2000 - Related Federal Laws and Authorities 125](#_Toc166662664)

[2005 – Related Federal Laws and Authorities Summary (50/58) 🗹 125](#_Toc166662665)

[2005.1 - Screen Summary 130](#_Toc166662666)

[2010 - Air Quality (50/58) 🗹 131](#_Toc166662667)

[2015 - Coastal Barrier Resources Act (50/58) 🗹 135](#_Toc166662668)

[2020 - Coastal Zone Management Act (50/58) 🗹 137](#_Toc166662669)

[2025 - Endangered Species Act (50/58)🗹 140](#_Toc166662670)

[2030 - Environmental Justice (50/58)🗹 146](#_Toc166662671)

[2035 - Farmlands Protection (50/58)🗹 149](#_Toc166662672)

[**2040 - Flood Insurance (50/58) 🗹** 154](#_Toc166662673)

[2045 - Floodplain Management (50/58) 🗹 160](#_Toc166662674)

[2050 – Historic Preservation (50/58) 🗹 194](#_Toc166662675)

[2055 - Sole Source Aquifers (50/58) 🗹 206](#_Toc166662676)

[2060 - Wetlands Protection (50/58) 🗹 210](#_Toc166662677)

[2065 - Wild and Scenic Rivers Act (50/58) 🗹 213](#_Toc166662678)

[2070 - Airport Hazards (50/58) 🗹 217](#_Toc166662679)

[2072 - Airport Runway Clear Zones (50/58) 🗹 222](#_Toc166662680)

[2075 - Contamination and Toxic Substances 225](#_Toc166662681)

[2080 - Explosive and Flammable Hazards (50/58) 🗹 252](#_Toc166662682)

[2085 - Noise Abatement and Control (50/58) 256](#_Toc166662683)

[2090 – Housing Requirements (50) 264](#_Toc166662684)

[4000 - EA Factors 268](#_Toc166662685)

[4010 - EA Factors – Summary (50/58) 🗹 268](#_Toc166662686)

[4100 – Environmental Assessment Analysis (50/58) 🗹 271](#_Toc166662687)

[5000 - Mitigation Measures and Conditions (50/58) 273](#_Toc166662688)

[6000 Final Screens 278](#_Toc166662689)

[6205 – Preparer Notification Screen (50/58)🗹 278](#_Toc166662690)

[6210 – CEST Determination (58) 279](#_Toc166662691)

[6215 – CEST Determination (50/58) 🗹 280](#_Toc166662692)

[6220 - Package Screen (50/58) 🗹 282](#_Toc166662693)

[6222 – Exempt and CENST Signature Screen (58) 283](#_Toc166662694)

[6224 – Conversion to Exempt Signature Screen (58) 284](#_Toc166662695)

[6226 – CEST Signature and Posting for Public Comment Screen (58) 285](#_Toc166662696)

[6230 - Notice of Intent to Request Release of Funds (NOI-RROF) (58) 287](#_Toc166662697)

[6300 Part 58 EAs 288](#_Toc166662698)

[6310 – EA Determination (50/58) 🗹 288](#_Toc166662699)

[6320 – EA Signature and Posting Screen (58) 289](#_Toc166662700)

[6330 - Notice of Intent to Request Release of Funds (NOI-RROF) and Notice of Finding of No Significant Impact (FONSI) for EA projects only (58) 291](#_Toc166662701)

[6350 – Certification (50) 🗹 293](#_Toc166662702)

[6400 - Request for Release of Funds (58) 297](#_Toc166662703)

[7015.15 – Request for Release of Funds and Certification 297](#_Toc166662704)

[6500 - Authority to Use Grant Funds (58) 303](#_Toc166662705)

[7015.16 – Authority to Use Grant Funds 303](#_Toc166662706)

[6600 – Complete and Archive Review (50/58) 306](#_Toc166662707)

[6605 – Complete Reviews (50/58) 🗹 308](#_Toc166662708)

[7000 - Mitigation Follow-Up (50/58) 🗹 309](#_Toc166662709)

# 

# Latest Revisions

This section summarizes the latest revisions with the latest fixes at the top. Search on the EMIS-XXXX number listed in the **Modification** to find the affected areas. Also see Appendix H for the older changes (which have the latest changes at the bottom).

|  |  |
| --- | --- |
| **Affected Screen (s)** | **Modification** |
|  | **Revision Date 8/28/2024** | |
| 1105 | EMIS-3726: updated NEPA paragraph and checkbox to Consultant information sections for both Part 58 and Part 50 | |
|  |  | |
|  | **Revision Date 8/05/2024** | |
| 6350 | Fixed description to say Certifications Complete – Porject Approved button for CEST and EA does NOT mark the review as “Complete” or “Complete, conditioned on mitigation”. Confirmed Code is correct with Lauren. | |
|  |  | |
| 2076/2077  2046/2047 | EMIS-3590, EMIS-3632: cleaned up cosmetic issues, accepted all 11.30 changes, but no functionality changes. | |
|  |  | |
|  | **Revision Date 5/15/2024** | |
| 2076/2077  2046/2047 | EMIS-3590: Finished Radon/Mitigation changes on Contamination and Toxic Substances Screen (called 2076 for Single Family and 2077 for Multifamily, but are really the same screen with different questions, etc. shown).  EMIS-3632: Finished regulatory changes on Floodplain Management Screen (called 2046 for previous regulations and 2047 for the new regulations, but are really the same screen with different questions, etc. shown). | |
|  |  | |
|  | **Revision Date 3/11/2024** | |
| 2076/2077 | EMIS-3590/EMIS-3592: Wrapped up initial Radon/Mitigation changes on Contamination and Toxic Substances Screen (called 2076 for Single Family and 2077 for Multifamily, but are really the same screen). | |
|  |  | |
|  | **Revision Date 2/28/2024** | |
| 2076/2077 | EMIS-3590/EMIS-3592: More Radon/Mitigation changes on Contamination and Toxic Substances Screen (called 2076 for Single Family and 2077 for Multifamily, but are really the same screen). | |
|  |  | |
|  | **Revision Date 2/27/2024** | |
| 2076/2077 | EMIS-3590/EMIS-3592: Added new Radon Question to Contamination and Toxic Substances Screen (called 2076 for Single Family and 2077 for Multifamily, but are really the same screen). | |
|  |  | |
|  | **Revision Date 9/18/2023** | |
| 1105 | EMIS-3595: Added Funding Amount Column back in for Funding Table w/ note saying it is not tied to the other Funding related fields. | |
|  |  | |
|  | **Revision Date 6/5/2023** | |
| Auto-Logout/Timeout | EMIS-3563, EMIS-3567: Clarified/Update Timeout Dialog functionality in Generic Business Rules section. | |
|  |  | |
|  | **Revision Date 4/19/2023** | |
| 7015.15 | EMIS-3067: Altered 7015.15 | |
|  |  | |
|  | **Revision Date 4/5/2023** | |
| 4010/4100 | EMIS-3526: Altered HUD Exchange links | |
|  |  | |
|  | **Revision Date 1/26/2023** | |
| 1105 | EMIS-3511: Altered HUD Programs and Program Names | |
| 6226, 6320, 6600 | EMIS-3410: changed link for posted reviews from HUD Exchange OneCPD to new Public Site URL | |
|  |  | |
|  | **Revision Date 12/16/2022** | |
| 6350 | EMIS-3482/EMIS-3483 Changed Eco Title to a combo box with values loaded from SYS\_CONFIG | |
|  |  | |
|  | **Revision Date 12/1/2022** | |
| 4010, 5000, 7000 | EMIS-3304/EMIS-3467 (renamed Air Quality EA Factor, Other Factors) | |
|  |  | |
|  | **Revision Date 10/20/2022** | |
| 6350 | EMIS-3892 (removed checkboxes, added 2 upload buttons) | |
|  |  | |
|  | **Revision Date 10/16/2022** | |
| 4010 | Added Appendix H, EMIS-3304/EMIS-3467 (removed Air Quality EA Factor) | |
|  |  | |
|  |  | |

# Generic Business Rules

This section lists business rules that apply across all screens and areas. In addition, each screen has associated business rules that are inserted in the screen section where they apply and are highlighted in green font. If there are words in green font included on the screen they are not to be added to the screen but are clarifications (e.g., [Mandatory] next to a text box).

The document has embedded drop-down lists, which contain the values to be displayed on the screen, as well as items like calendar pick lists.

1. The menu structure is dependent on the user role and the type of review, and will be outlined in the menu structure section.
2. All ***Text Tips*** are pop-up windows that will have a “Close” option once the user is done with reading the tip.
3. All links to laws and regulations, and links to outside reference websites (including the HudExchange site) will be displayed in a new window. The user will be able to close the window when he/she is done reviewing. These links are either hyperlinks within the document or part of the text tips.
4. ***Text boxes*** allow for short free-form paragraphs (up to 1,000 characters).
5. If the text box is indicated as ***“long narrative”*** it will allow for longer paragraphs up to 10,000 characters. These text boxes shall have scroll bars as well.
6. Other text boxes might indicate a different character limit. These text boxes shall have scroll bars as well.
7. All text boxes should warn the user when saved if the character count exceeds the character limit.
8. The first selection indicates Part 58 or Part 50 and will drive the navigation.
9. The file uploads will allow for multiple files to be attached at that point, but only one at a time.
10. The file upload box will alert the user towards acceptable file names with the following message: “Do not upload any files with names containing more than one period or any special characters (e.g. & , ‘ ” / \* ^ % $ # @ !), as these files will prevent the environmental review record from generating or posting to the HUD Exchange.”
11. The system will alert the user if he tries to upload files with unacceptable file names and therefore prevent the upload of such files through the following message: Invalid file name: “file name” contains more than one period and/or special characters (e.g. & , ' " \ / \* ^ % $ # @ !). Please rename the file, removing any special characters, and upload it again.
12. Any address fields will be captured as separate fields for Street Name, City Name, State, and Zip Code.
13. Any date entries should be using a calendar pop-up to pick the date from.
14. The e-mail address fields should allow for up to 150 characters in all screens. The field view size for the e-mail addresses should be 40 characters. Comma or semi-colons are acceptable separators within e-mails addresses; special characters within an e-mail address itself should be disallowed.
15. The Yes/No answers are in many cases the drivers for the navigation to the next screen. This is being handled either by graying out the next question until the user selects an answer to the current question, or by breaking out the screens into separate sub-screens where each answer then brings up another screen. The preferred option is to gray out the next question until the appropriate answer is given. In any case the already answered questions should stay up on the screen with the answers provided for the user to review. The screens should allow for going back to the previous question or to start over.
16. With respect to Cancel terminology, the text of screen **2005 – Related Federal Laws and Authorities** refer to canceling *projects*. However, the buttons themselves at the bottom of the screen would be more accurate if they said “Cancel Review.” Essentially, text should discuss cancelling the project; actual buttons and actions should concern cancelling the review.
17. As of Release 11.12 in July 2016, the system is forcing the document mode to be Internet Explorer 10 (IE10) to avoid compatibility view issues.
18. The system will contain a government-mandated 20 minute auto-logout / timeout countdown timer (displayed at the bottom of most screens) which will kill the user’s session after 20 minutes of inactivity. Note that “activity” generally means “round trip requests to/from the server” (e.g. when navigating to another page within the application via a “Save and Continue” button), but can also include some Asynchronous Javascript And XML (AJAX) type communications within the application (e.g. the various “Save” and “Generate…” buttons). At 17 minutes of inactivity, a dialog will be shown to the user telling them they have 3 minutes remaining before they will be automatically logged out. That dialog will have a button labelled Continue? which will reset the countdown timer, and dismiss the dialog when clicked. The dialog will also have a Logout button which will dismiss the dialog, and execute the same functionality as the Logout button at the top of the regular screens (i.e. log the user out). After 20 minutes of inactivity, the dialog will be dismissed automatically, and the user will get forcefully logged out via the same functionality as the Logout button at the top of the regular screens – note that the user will lose any unsaved changes if that were to occur. The user may close the dialog without clicking either the Continue? or the Logout button, but note that will not reset/stop the countdown timer.
19. For sending e-mails from the system add heros-no-reply@hud.gov to sys\_config and have email scheduler use this address as the "From" address.
20. As of Release 11.14 in May 2017, the system has changed the trigger from moving data from temporary tables to final tables, thus making the data available for the MicroStrategy Reports. Previously that action was connected to the user generating the tpreview of the Environmental Review or the Final Environmental Review only. The system triggers the move of data from the temporary to the final tables in all the placed indicated in the table below.

|  |  |
| --- | --- |
| Screen | Temp to final copy on button |
| 1351 – LOR: No Compliance Required - Part 50 | "Go Back" |
| 1351 – LOR: No Compliance Required - Part 50 | "Save and Exit”  Also marks as "Complete". |
| 6205 – End Screen for Contractors – Pt 58 | "Save and Exit" |
| 6220 - Package Screen – Part 58 | "Save and Continue" |
| 6222 – Exempt and CENST Signature Screen – Part 58 | "Mark Review Complete" |
| 6222 – Exempt and CENST Signature Screen – Part 58 | "Save and Finish" |
| 6224 - Conversion to Exempt Signature and Posting Screen – Part 58 | "Save and Continue" |
| 6226 – Signature and Posting for Public Comment Screen – Part 58 | "Save and Exit" |
| 6226 – Signature and Posting for Public Comment Screen – Part 58 | "Save and Continue" |
| 6320 - EA Signature and Posting Screen – Part 58 | "Save and Exit" |
| 6320 - EA Signature and Posting Screen – Part 58 | "Save and Continue" |
| 6330 - Notice of Intent to Request Release of Funds (NOI-RROF) and (FONSI) for EA | "Save and Continue" |
| 6350 – Certification (50) | "Certifications Complete - Project Approved" |
| 6350 – Certification (50) | "Certifications Complete - Project Rejected" |
| 6600 – Complete and Archive Review | "OK"  Already marks as "Complete" |
| 6605 – Complete and Archive Review | "OK"  Already marks as "Complete" |
| 6605 – Complete and Archive Review | "Finish"  Already marks as "Complete" |
| 7015.16 - Authority to Use Grant Funds | "Save and Continue"  Already marks as "Complete" |

1. The system sends e-mails the designated SysAdmins and/or HEROS Helpdesk for system issues. The defined system issues and error codes are detailed in Appendix F.

# Mock-up Screens

# 0000 – HEROS Log-in

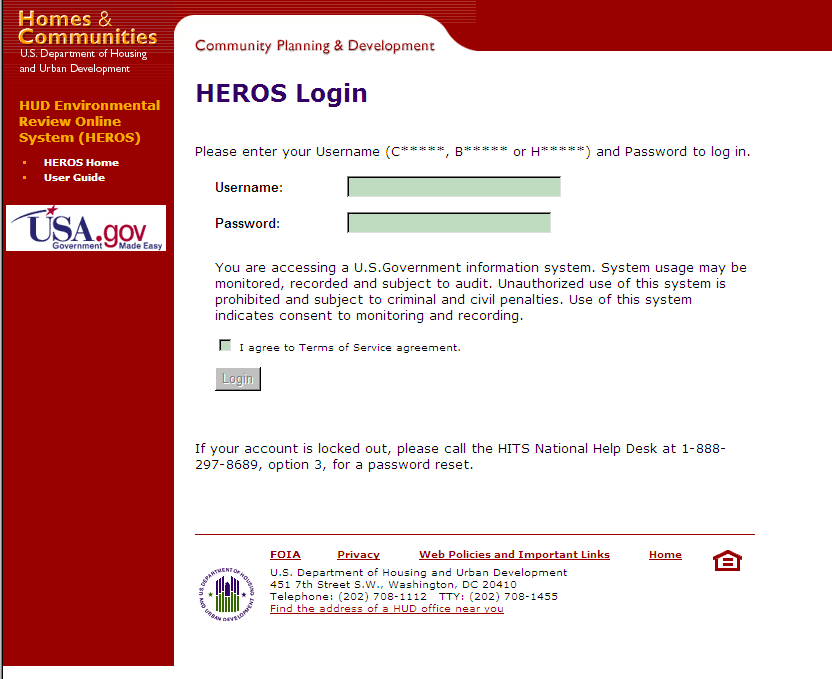
## 0110 – HEROS Log-in Screen

Business Rules:

The HEROS login process and rules follow the IDIS process and rules. The HEROS Login page is depicted below with the links to [HEROS Home] and the [User Guide] as follows:

HEROS Home links to: <https://www.onecpd.info/environmental-review/heros>

User Guide links to: [https://www.onecpd.info/resource/3150/heros-user-guide](https://wwttttw.onecpd.info/resource/3150/heros-user-guide)



The [Login] button is only available after the user enters the Username and Password and checks the box next to “I agree to Terms of Service agreement”.

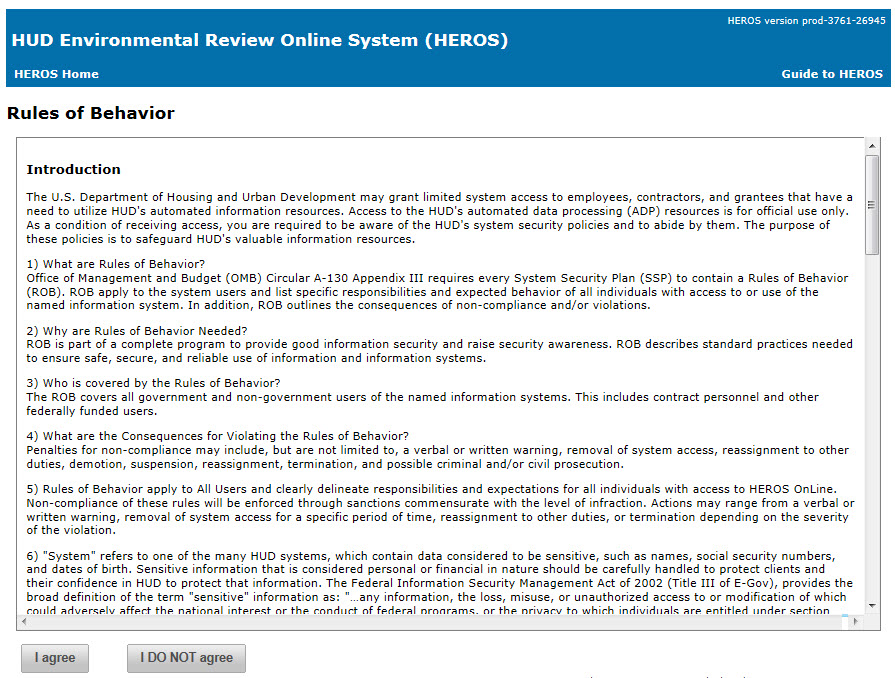
After the user clicks [Login] there are two navigation options:

* If the user is not logging into HEROS for the first time, or his annual certification cycle has not elapsed he will be routed to screen **0160 – HEROS Profile Selection**.
* If the user is logging into HEROS for the first time, or it is time for his annual certification, he will be routed to screen **0120 – Rules of Behavior** first.

## 0120 – HEROS Rules of Behavior

Business Rules:

If the user is accessing HEROS for the first time, or if it is time for the annual certification, the user will be presented with this screen after he logs into HEROS. In order for him to log into HEROS he will have to first confirm that he has read and accepted the listed Rules of Behavior by clicking the [I agree] button.



If the user clicks [I agree] he will be sent to screen **– 0140 – Certify Contact Information**.

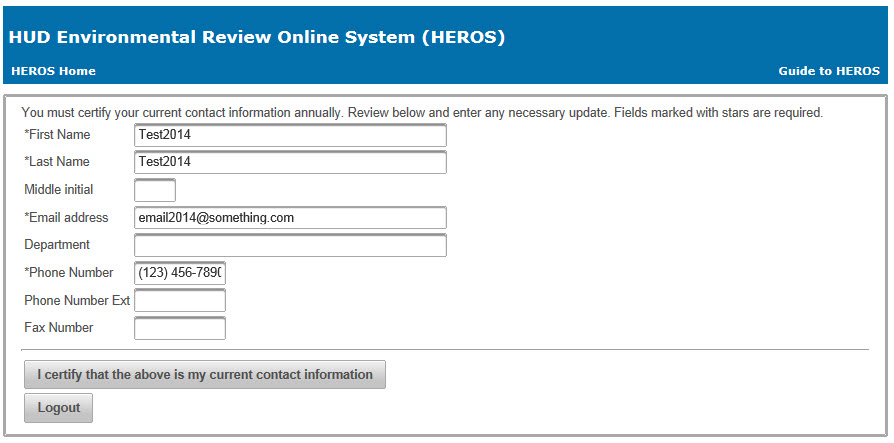
Clicking [I DO NOT agree] sends the user back to screen **0110 – HEROS Log-in Screen.**

## 0140 – Certify Contact Information

Business Rules:

The user only gets to this screen at first log in or on an annual basis for his certification cycle.

The screen displays the user’s information as currently captured in HEROS. The user has the option to edit his own information and/or certify that the displayed information is his current contact information.



Navigation options are:

* If the user clicks the [I certify that the above is my current contact information] button he will be presented with screen **0160 – Profile Selection** that will list only those profiles that are assigned to the user.
* If the user clicks the [Logout] button he will be sent back to screen **0110 – HEROS Log-in Screen.**

### 0160 – HEROS Profile Selection

Business Rules:

This screen will display the user’s login ID at the top and only those profiles that are assigned to the user. The drop-down options next to the displayed profiles will be populated based on the profiles assigned in the user admin screens.

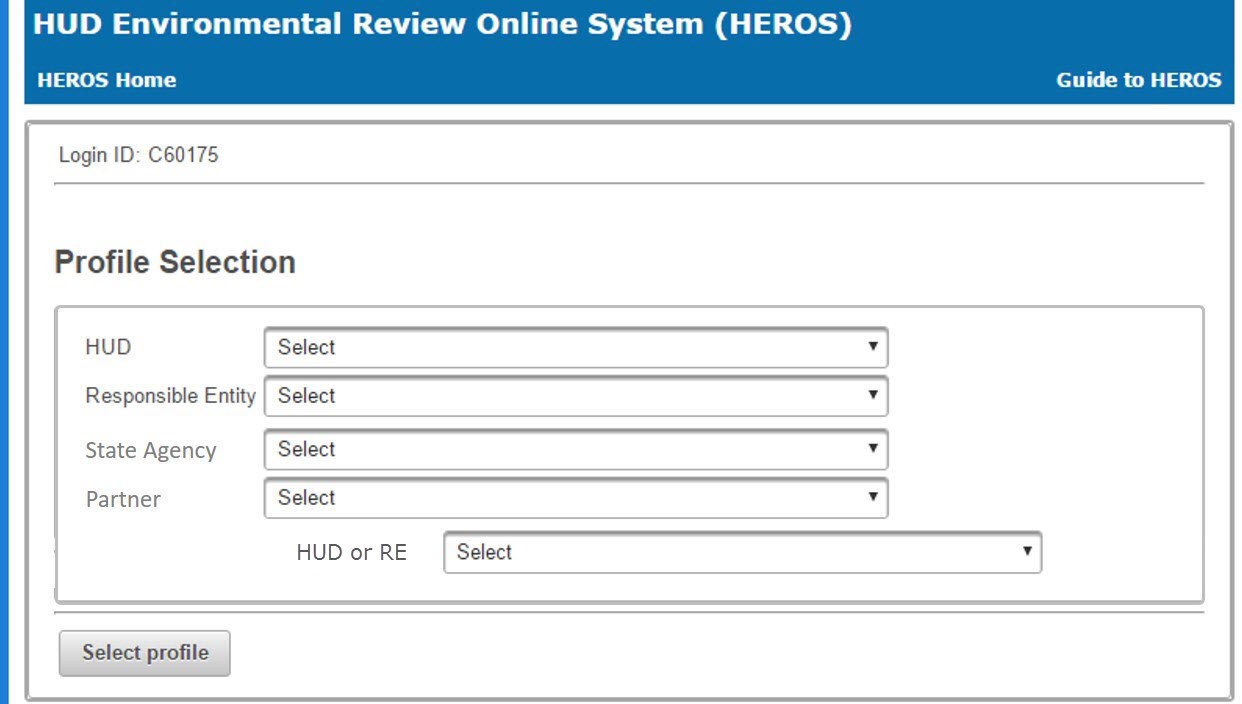
If a user only has one role in case of HUD, RE and State Agency then the profile selection screen is not being displayed and the user is directly sent to screen **1020 – My Environmental Reviews**.

If a Partner user only has one role and only one RE associated with that Partner Organization the profile selection screen is not being displayed and the user is directly sent to **1020 – My Environmental Reviews**.

In all other cases the Profile Selection screen is being displayed and the user will first have to make a selection using the drip-down options and then click on [Select profile].

The sample Profile Selection shows all possible profiles a user might have. If the user only has, as an example, “Responsible Entity” and “State Agency” roles, then only these two are being displayed with the appropriate drop-down options.

Users with the role of “Partner” that are assigned to Partner Organizations associated with more than one Responsible Entity or HUD as per selections made on **0247– Partner Organization Links** will have a second drop-down to further select either the HUD or RE.



After the user selects the appropriate profile and clicks the [Select profile] button he will be routed to screen **1020 – My Environmental Reviews**.

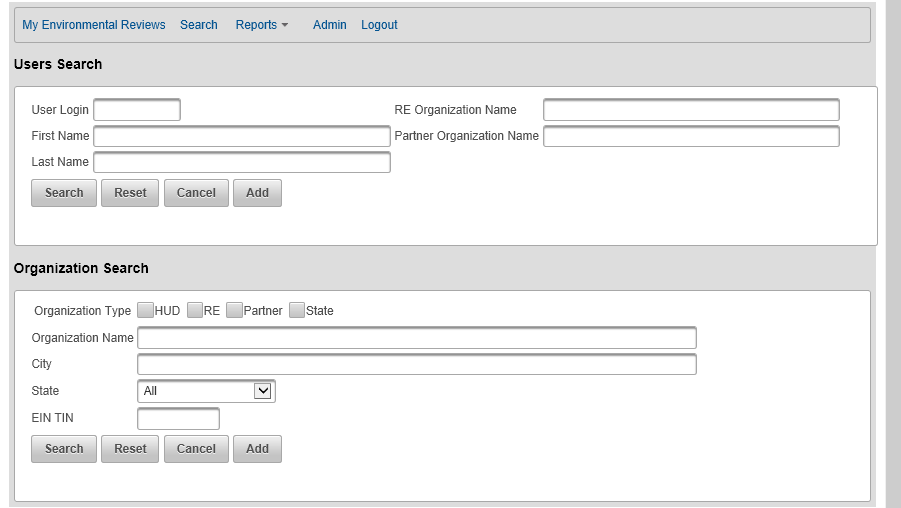
# 0200 – User and Organization Admin

Business Rules:

This section outlines the User Admin screens and defines the required user roles and privileges needed for Part 58 and Part 50.

All users have access to the [Admin] section at the top of the menu bar. Depending on the user’s role and privileges the screens may be in view or edit mode; in addition, some sections might not be available at all.

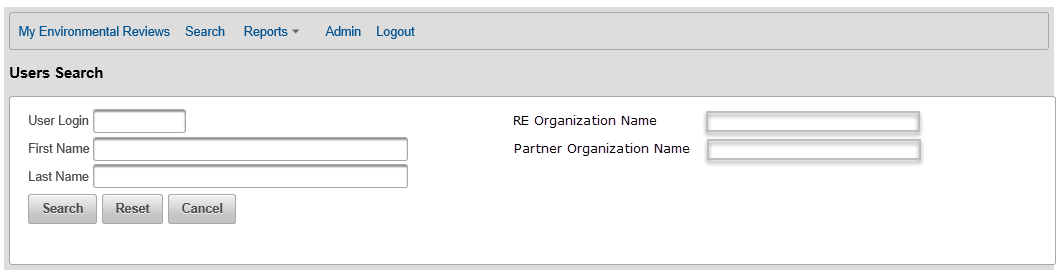
Once the user selects [Admin] from the top menu selection the Users Search and Organziation Search screen will be displayed. The screen is divided into 2 sections: **0210 - Users Search** and **0210 – Organization Search**, each following their own rules in regards to availability and functionality based on User Role and assigned privileges.



### 0210 - Users Search

All users will be presented with the Users Search screen after selecting [Admin]. All non-admin users can search only for their own profile. At this point the user can edit his address information, email, and phone number.

Users with admin privileges will also have the [Add] and [Edit] buttons in addition to the [View] button.



For users with admin rights the following rules apply:

* HUD Admin users can search for any user within the system and also have the 2 additional options to search by RE Organization Name and Partner Organization Name
* RE Admin users can only search for and edit RE and Partner users associated with their RE and the Partner Organizations associated with that RE. If the RE admin user logs in using his RE profile with Admin rights he should not be able to edit HUD users even if he also has a HUD Admin profile. Only if he logs in as a HUD user should he be able to edit HUD users.
* For RE Users the RE Organization Name is prefilled and non-editable and the Partner Organization Name field is hidden
* For Partner Users the RE and Partner Organization Name fields are prefilled and non-editable.

Clicking [Search] without entering anything in any of the fields will display all users in the system for which the logged in user has visibility in the search results as per screen **0215 – User Search Result.**

[Reset] will clear all fields and the previously displayed search results.

[Cancel] will clear only the previously displayed search results.

[Add] will only be available if the user is an admin and will send the user to screen **0220 - User Profile** with no fields filled in.

The actual search allows for entering any combination of search criteria. The system will also display all users within the system based on only part of the fields. For example, entering only the letter “C” into the [User Login] field would displays all users with a “C*nnnnn*” user ID. Entering only one letter into the [Last Name] field would display all users whose last name begins with that letter.

The same applies to the RE Organization and Partner Organization Name fields. Entering only one letter would result in the list of all users that belong to the organization starting with that letter.

### 0215 – Users Search Result

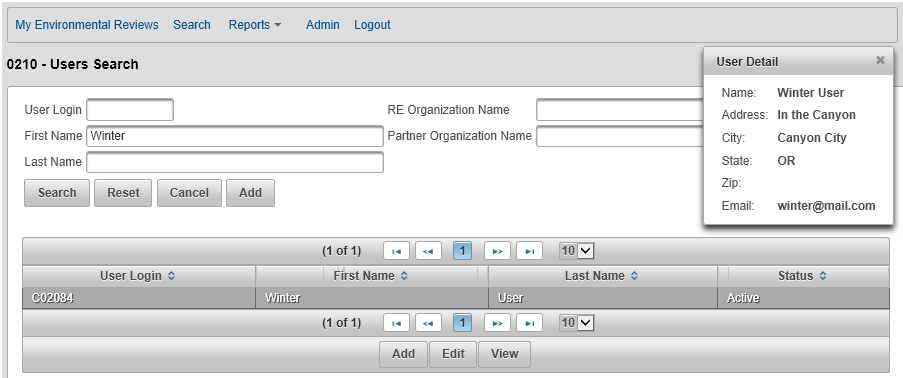
Business Rules:

This screen is the lower half of screen **0210 – Users Search** after a search has been performed.

The search results are dependent on the users’ permission performing the search.

Non-Admin users will not be able to add or edit, but can view all those users they have permissions to as per the set privileges.

In all cases, clicking on a line in the search result will display the detailed information for that user in a [User Detail] pop-up window.



[Add] will only be available if the user is an admin and will send the user to screen **0220 - User Profile** with no fields filled in.

[Edit] will only be available if the user is an admin and will send the user to screen **0220 – User Profile** for the selected user in edit mode.

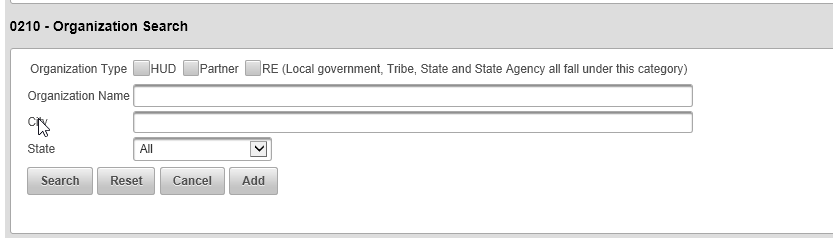
[View] will display screen **0220 – User Profile** for the selected user in view-only mode.

### 0210 – Organization Search

Business Rules:

Only Admin (HUD and RE) users will be presented with the Organization Search screen section after selecting [Admin]. RE Admin users can only search within their own Organization and not edit vs. HUD Admins have search and edit rights for all organizations in the system.

The [Add] button with only be available to HUD Admin users.



For users with admin rights the following rules apply:

* HUD Admin users can search for any organization within the system and also have the additional option to add Organizations available to them.
* RE Admin users can only search for and edit RE and Partner Organizations associated with their RE and the Partner Organizations associated with that RE. If the RE admin user logs in using his RE profile with Admin rights he should not be able to edit HUD even if he also has a HUD Admin profile. Only if he logs in as a HUD user should he be able to edit HUD.

The system allows the user to search by these Organization Types, with multiple choice selections being allowed:

* HUD
* RE (Currently also includes States, see below)
* Partner
* State
  + Currently the States and State Agencies are treated as REs and will be included in the RE search. Therefore the [State] checkbox has been hidden.

Clicking [Search] without entering anything in any of the fields gives the same result as if the users checks off all organizations type boxes: the system will display all organizations in the system for which the logged in user has visibility in the search results as per screen **0218 – Organization Search Result.**

The actual search allows for entering any combination of search criteria, including checking one or multiple organization check boxes. The system will also display all organizations within the system based on only part of the fields. For example, entering only the letters “ala” into the [Organization Name] field would displays all organizations that contain the letters “ala” in their name. Entering only one letter into the [City] field would display all organizations within any city starting with that with that letter.

[Reset] will clear all fields and the previously displayed search results.

[Cancel] will clear only the previously displayed search results.

[Add] will only be available if the user is an admin and will send the user to Screen **0242 – Organization Info**

### 0218 – Organization Search Result

Business Rules:

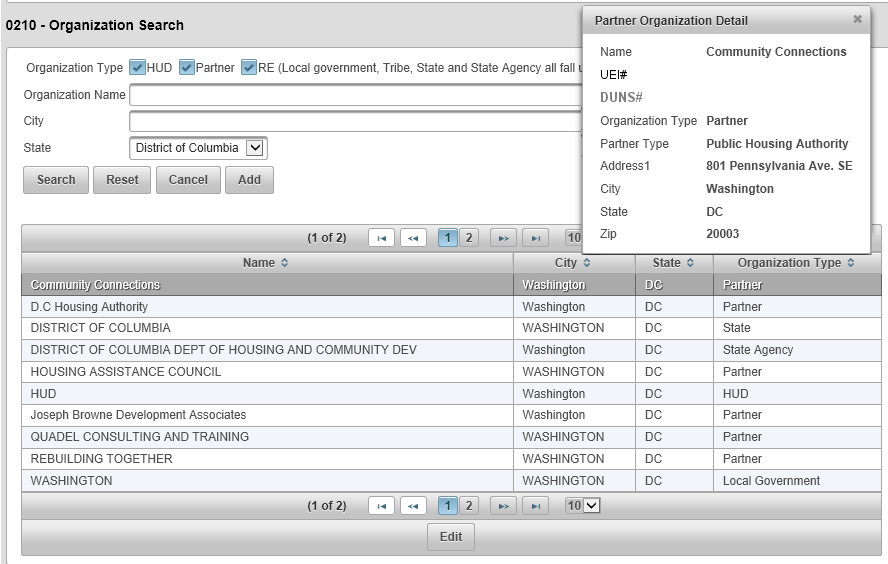
This screen represents the results of screen **0210 – Organization Search** after a search has been performed. The system will display the following columns for each organization:

* Name
* City
* State
* Organization Type

The search results are dependent on the users’ permission performing the search.

* HUD Admin users can edit any organization within the system
* RE Admin users can only view RE and Partner Organizations associated with their RE and the Partner Organizations associated with that RE. If the RE admin user logs in using his RE profile with Admin rights he should not be able to edit HUD even if he also has a HUD Admin profile. Only if he logs in as a HUD user should he be able to edit HUD.

In all cases, clicking on a line in the search result will display the detailed information for that organization in a [Organization Detail] pop-up window.



[Edit] will only be available if the user is a HUD Admin and will send the user to the respective Organization Information screen for the selected Organization in edit mode.

[View] will display the respective Information screens for the selected Organization in view-only mode.

* Organization Type [HUD], REs and States will be sent to **-> 0242 - Organization Info**
* Organization Type [Partner] will be sent to screen -> **0246 – Partner Organization Info**

## 0230 - Organization associated with user

Business Rules:

Based on the users’ role selection on screen **0220 – User Profile** the next screen is displayed accordingly to the role.

These screens are only visible to admin users. Any admin user – HUD or RE – can change relationships, meaning associations, between users and organizations. RE Admins can only edit contact information for RE users within their organization.

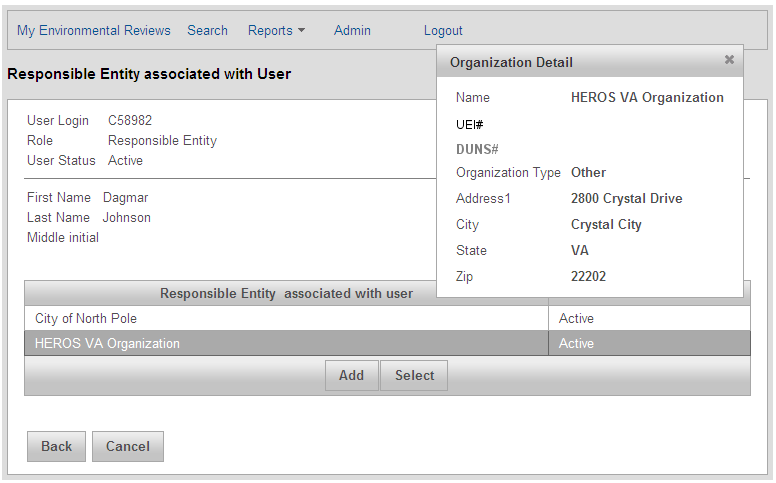
### 0232 - Responsible Entity Associated with User

Business Rules:

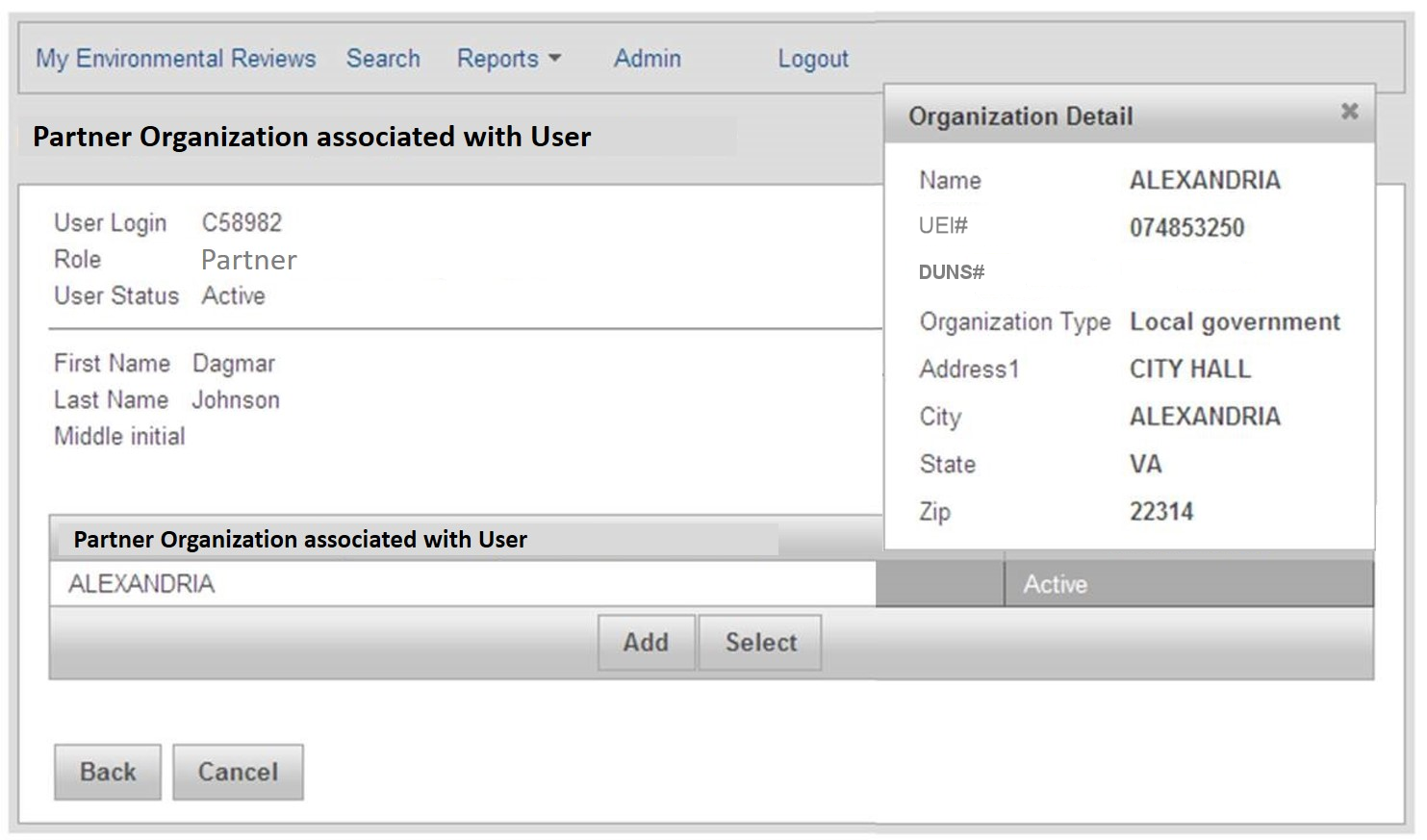
The user is sent to this screen only if he selected “Responsible Entity” from the role drop-down on screen **0220 – User Profile**. This screen is only visible to admin users. Only HUD admin can edit this screen.

The Responsible Entity non-admin user can only see this and press [Select]. The [Add] button will be grayed out.

Clicking on a RE assigned to a user will display the organization detail in a pop-up box.



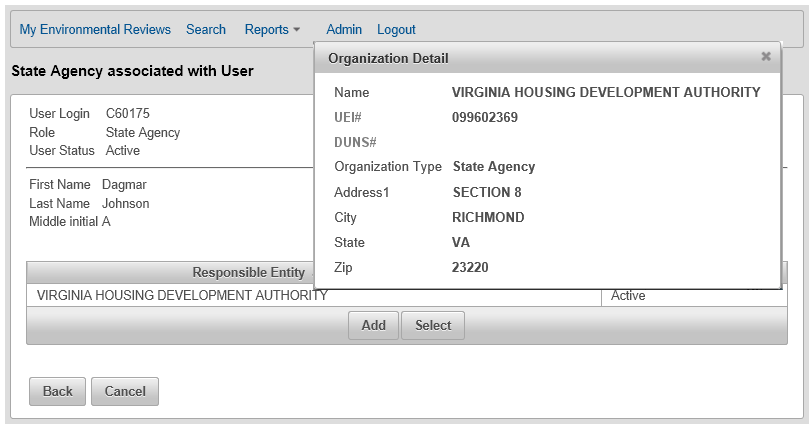
### 0234 - Partner Organization Associated with User



### 0236 - State Agency – Organization Associated with User

Business Rules:

The user is sent to this screen only if he selected “State Agency” from the role drop-down in screen **0220 – User Profile**.



[Add] navigates to screen **0240 – Organization Search**.

[Select] sends the user to screen **0258 - User Profile Privileges (State Agency)**.

[Back] sends the user back to screen **0220 – User Profile**.

## 0240 - Organization Search

Business Rules:

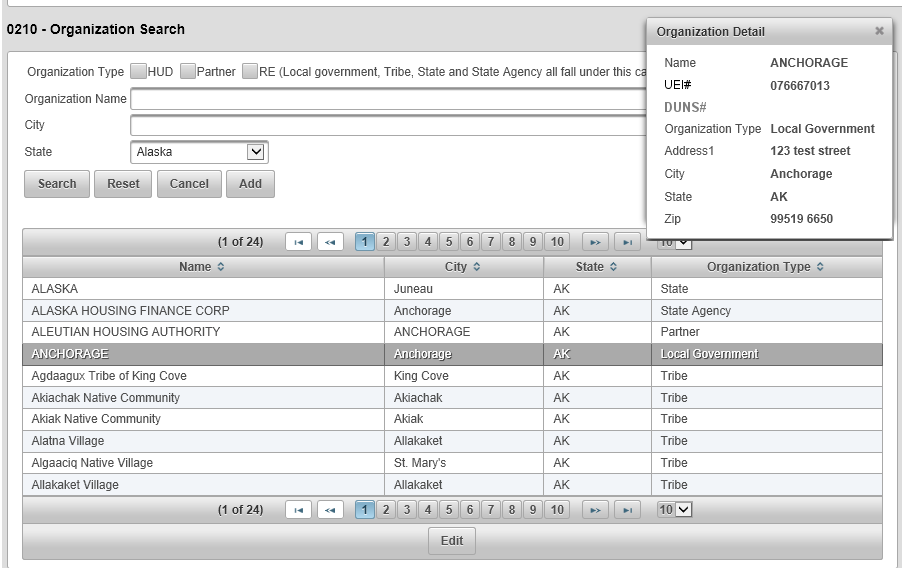
The organization search applies to either REs or to States dependent on the user roles. It does not apply to HUD users. The search will be for the Responsible Entity / Organization that will be associated with the reviews for which the user has either view or edit privileges. This search will not display Partner Organizations.

The search can be done by filling in either of the fields and pressing [Search] or by filling in a combination of fields. The user should be able to enter any part of the organization name to get results. For example “North” in the screenshot below would display “City of North Pole”, “North Dakota”….

[Reset] will clear the search result and stay on the screen.

[Cancel] will send the user back to the previous screen.

[Add] will send the user screen **0242 – Organization Info** with all fields blank.



After performing a search, clicking on a line will display the organization detail in a pop-up box.

Highlighting the organization and clicking on [Edit] will display

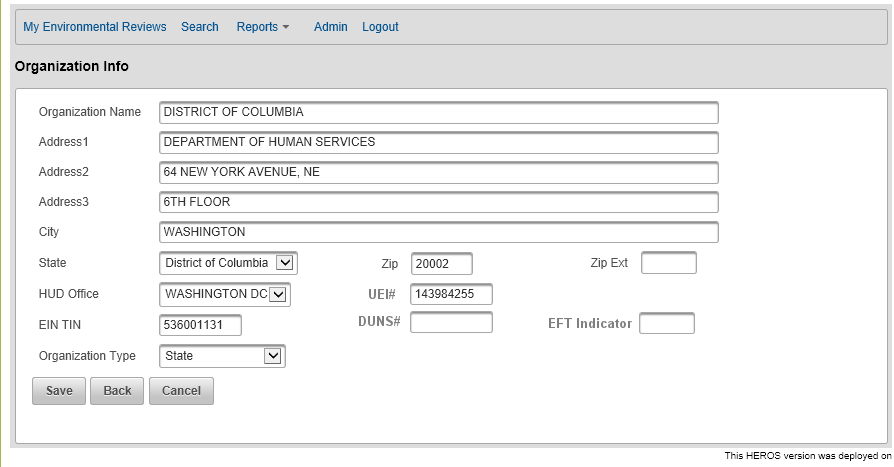
* Screen **0242 – Organization Info** if the selected organization was HUD, RE or State
* Screen **0246 – Partner Organization Info** if Partner has been checked

## 0242 – Organization Info

Business Rules:

The user gets to this screen either by selecting [Add] on screen **0240 - Organization Search**, at which point this screen will have no fields filled in, or by selecting [Edit] after highlighting a row on screen **0240 – Organization Search**.

When creating a new organization, [Save] will save the screen information and add the organization for any future search.



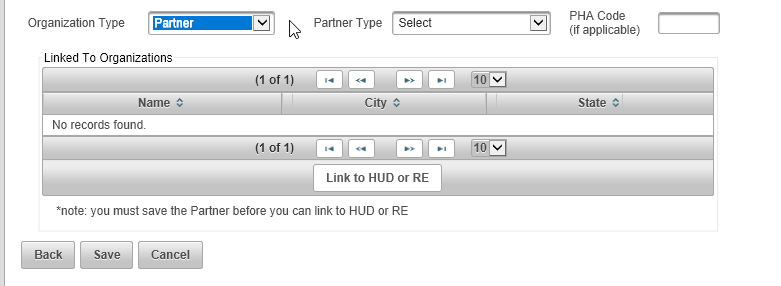
[Save] saves the data and stays on the screen. Validation of the UEI# will fail when appropriate with the following errors:

1. Sorry, UEI must be 12 (alphanumeric) characters.
2. Sorry, the letters "O" and "I" are not allowed within the UEI.
3. Sorry, zero cannot be used as the first character within the UEI.
4. Sorry, the EFT Indicator cannot be contained within the UEI.
5. Sorry, 9-digit sequences cannot be contained within the UEI.

[Back] goes back to screen **0240 - Organization Search**.

[Cancel] goes back to screen **0210 – Users Search**

Selecting [Partner] as the Organization Type will display the [Linked to Organizations] section.



[Save] will display screen **0246 – Partner Organization Info - Add**

## 0220 - User Profile

Business Rules:

This screen applies to all users. All users can see this screen for themselves, and any admin user can search for users and also see this screen for other users. All users can edit their own addresses, email addresses, and phone number.

When creating new users the following fields are mandatory and all others optional:

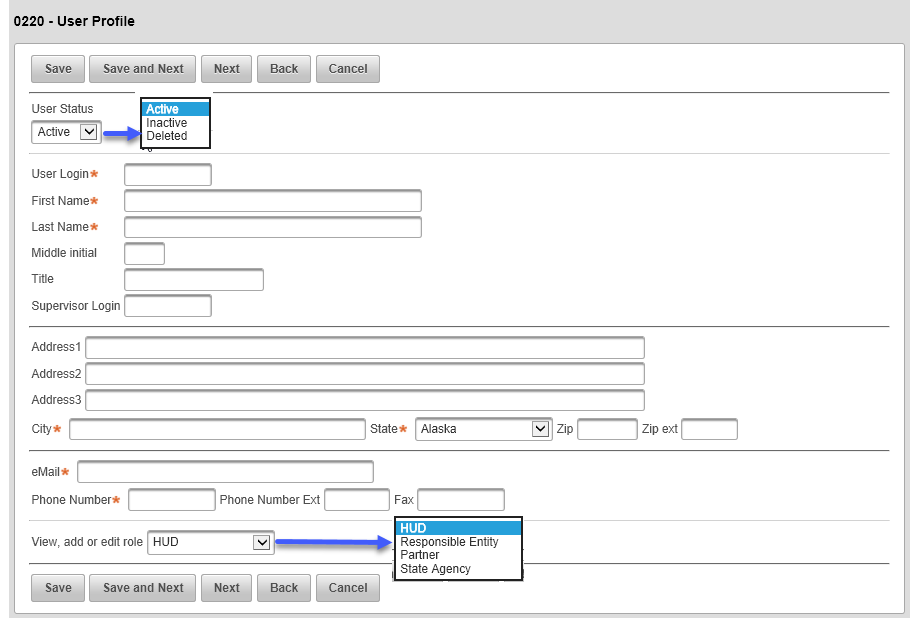
* User Login
* First Name
* Last Name
* City
* State
* Email
* Phone Number

The screen will display the user status at the top of the screen as well as all the user roles assigned to the selected user. User Status options are:

* Active
* Inactive
* Deleted

The following are available User Roles:

* HUD
* Responsible Entity
* Partner
* State Agency



The phone number field should be formatted as (nnn) nnn-nnnn and the phone number extension box should not require any specific length of digits, but should allow for at least 6 digits.

The role dropdown menu at the bottom displays only existing roles. Users cannot add user roles from the dropdown, but users with multiple roles can choose which roles to view only on the next screens. For Partner users accessing this screen the role dropdown menu is hidden.

[Save] saves the entries and stays on the screen.

[Save and Next] saves the entries and navigates to screen **0250 – User Profile Privileges.** This button is not available to Partner users.

[Next] does not save any made changes and has two navigational options. This button is not available to Partner users.

* screen **0250 – User Profile Privileges** if “HUD” was selected from the role drop-down
* screens **0230.x – Organization associated with user** if any other role was selected from the role drop-down

[Back] sends the user back to screen **0210 – Users Search.**

[Cancel] sends the user back to screen **0215 – User Search Result.**

## 0244 – Partner Organization Search

Business Rules:

The Partner organization search applies to either REs or to States dependent on the user roles. It does not apply to HUD users. The search will be for the Partner Organization that the user is, or will be, associated with. As a second step an RE will be associated to the Partner Organization.

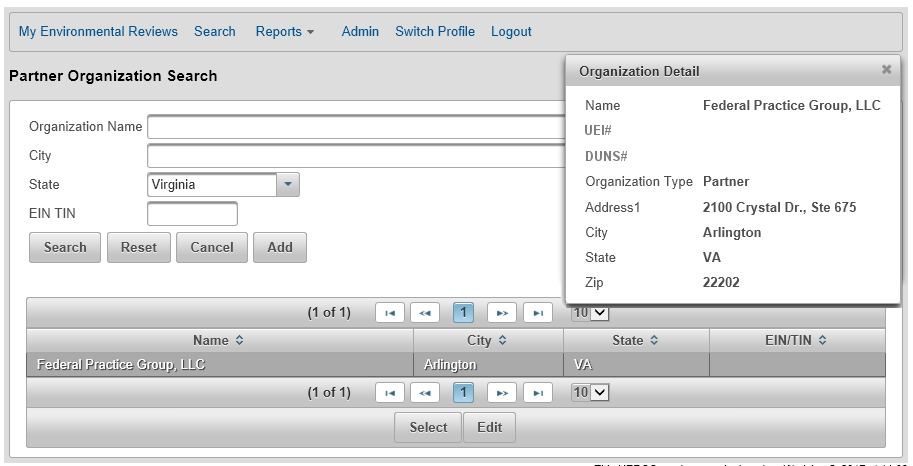
As an initial data load Partner Organizations information might be pulled from existing HUD databases through profiles for PHAs and CHDOs.

The search can be done by filling in either of the fields and pressing [Search] or by filling in a combination of fields.

[Reset] will clear the search result and stay on the screen.

[Cancel] will send the user back to the previous screen.

[Add] will send the user screen **0246 – Partner Organization Info - Add** with all fields blank but the [Organization Type] Partner already selected.



After performing a search, clicking on a line will display the organization detail in a pop-up box.

Highlighting the organization and clicking on [Select] will navigate to the appropriate **0250- User Profile Privilege** screen based on the user role.

[Edit] will display screen **0246 – Partner Organization Info - Edit** for the selected organization.

## 0246 – Partner Organization Info - Add

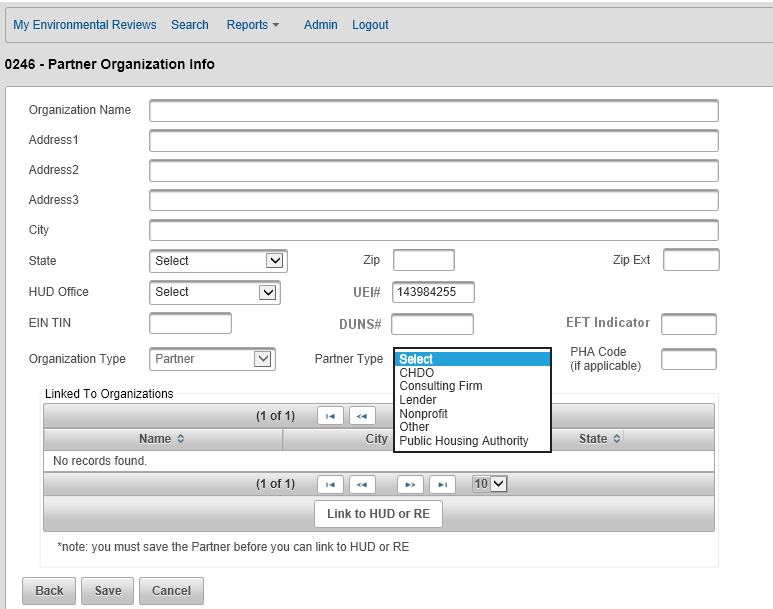
Business Rules:

The user gets to this screen only by selecting [Add] on screen **0244 – Partner Organization Search**, at which point this screen will have no fields filled in.

The [Organization Type] will be defaulted “Partner” and will not be changeable at this point.

The [PHA code], if entered on this screen, will be displayed on screen **1105 – Initial Screen**.

When creating a new partner organization, [Save] will save the screen information and add the organization for any future search.



[Link to HUD or RE] is only be available after the user saved the information of the Partner Organization.

[Save] saves the data and stays on the screen.

[Back] goes back to screen **0244 – Partner Organization Search**.

[Cancel] goes back to screen **0210 – Users Search**

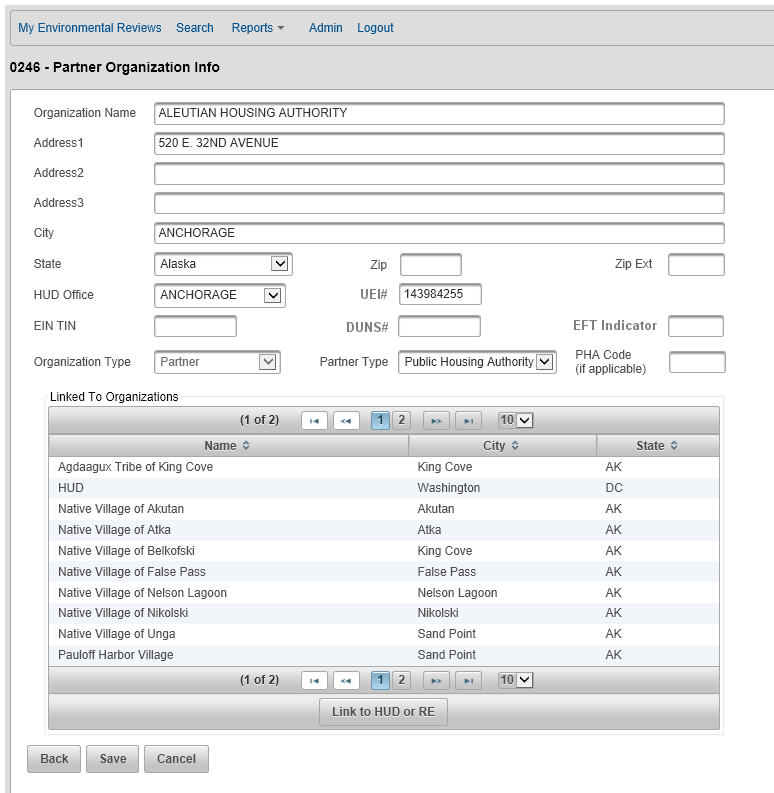
If the user selects [Edit] after highlighting a row on screen **0244 – Partner Organization Search** the user will be sent to screen **0246 – Partner Organization Info - Edit**

## 0246 – Partner Organization Info - Edit

Business Rules:

The user gets to this screen by selecting [Edit] on screen **0210 – Organization Search** or screen **0244 – Partner Organization Search**.

The screen shows organizations that have been already linked to the partner.

****

[Save] saves the data and stays on the screen.

[Back] goes back to the previous screen with the data filled in.

[Cancel] goes back to screen **0210 – Users Search** with no data filled in

Selecting [Link to HUD or RE] sends the user to screen **0247 – Partner Organization Links**

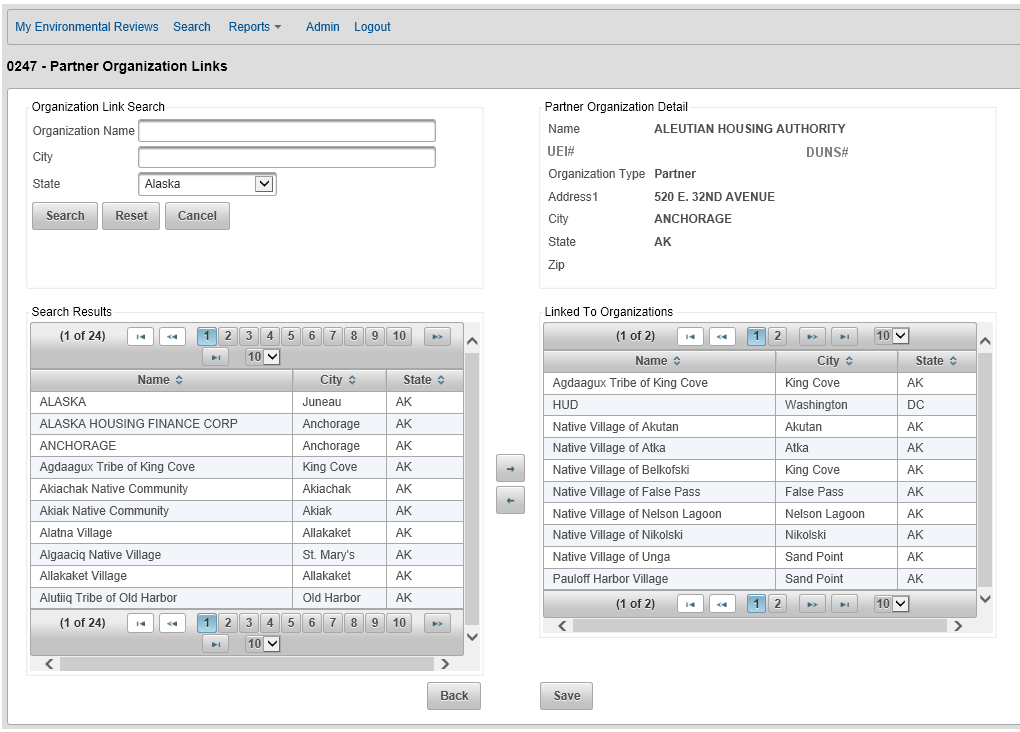
## 0247 – Partner Organization Links

Business Rules:

The Partner Organization Links screen displays on the right side the Partner Organization detail and all (if any) organizations the partner organization has already been linked to.

The Organization Link Search at the top left allows to search for additional organizations the partner should be linked to.

Once the user enters the search criteria and selects [Search] the list of organizations will be displayed underneath the search box.



Selecting an organization from the list of “Search Results” and clicking the  will move the organization to the right under the list of “Linked to Organizations” – thus linking the Partner.

Selecting an organization from the list of “Linked to Organizations” and clicking the  button will remove the organization – thus unlinking the Partner.

The system allows for multiple selections on either side by holding down the [CTRL] key.

[Save] saves the screen and refreshes the lists.

[Back] sends the user to screen **0246 – Partner Organization Info - Edit**

## 0248 - Responsible Entity Associated with Partner Organization

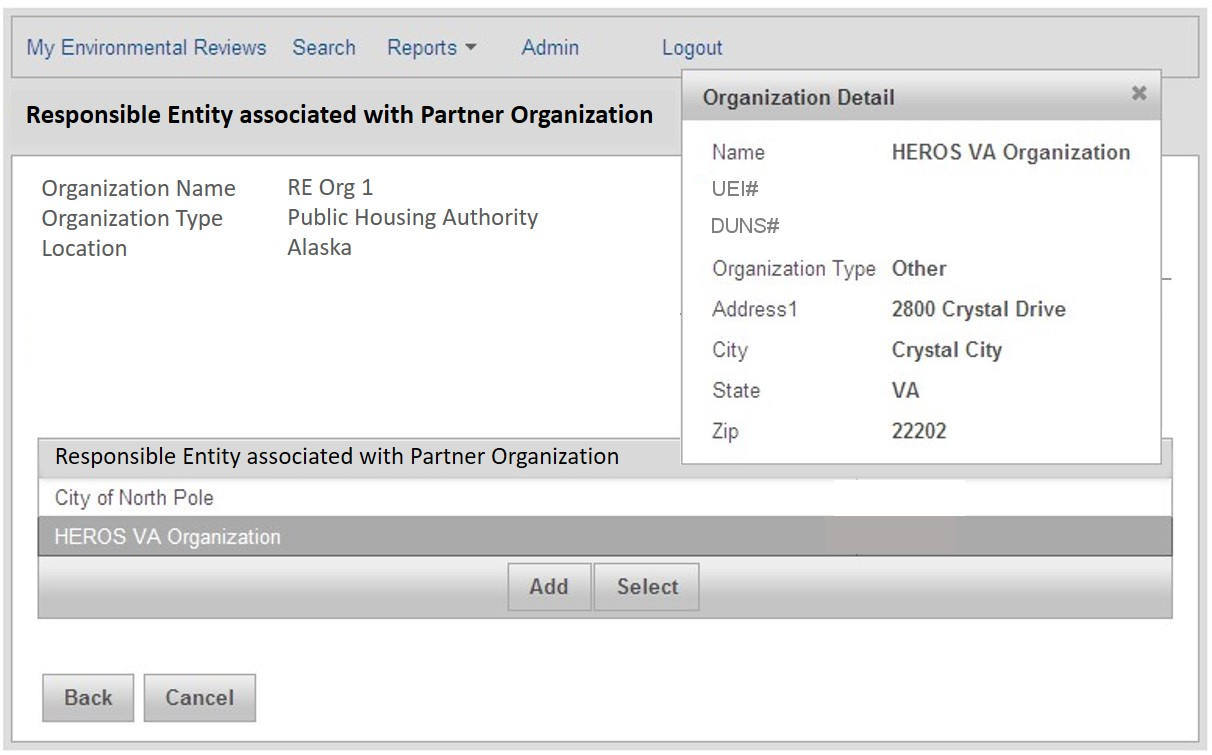
Business Rules:

This screen has been replaced with release 11.19 by screen **0247 – Partner Organizations Links**.

The user is send to this screen only through screen **0246 – Partner Organization Info** if he clicked on [Link to HUD or RE]. This screen is only visible to admin users. Any admin users – HUD or RE – edit the association.

The Responsible Entity non-admin user can only see this and press [Select]. The [Add] button will be grayed out.

Clicking on a RE assigned to a Partner Organization will display the organization detail in a pop-up box.



[Add] navigates to screen **0240 – Organization Search**.

[Select] sends the user to screen **0246 – Partner Organization Info.**

[Back] sends the user back to screen **0220 – User Profile**.

## 0250 - User Profile Privileges

Business Rules:

The user gets to the User Profile Privileges screen based on the selection of the user and the user roles.

Each user role has a set of privileges that can be assigned to a user in different variations.

The next pages contain two tables that cover the different variations. The first table shows all privileges and their intended functions. The second table further details the variations of accessing screens 7015.15 (RROF) and 7015.16 (AUGF) from different screens based on selected privileges.

HUD User Roles will be assigned to individual states for Part 50 and for Part 58 reviews. Only after at least one state has been assigned to a HUD User will he be able to see any reviews.

RE Users will get assigned to REs and Partner Users will get assigned to Partner Organizations (POs).

The Partner Organizations get assigned to the REs.

State Agencies get assigned to REs, not to States.

RE users never have access to Part 50 reviews and State users never have access to Part 50 reviews.

Further details are as follows:

* HUD Staff default: no state assigned and admin will assign the states. This means that if a user gets the HUD staff role assigned, he will not see any Part 58 reviews until a state gets assigned to him. At the same time, the user can only see the Part 50 reviews he created, but no others until the admin assigns him states to the Part 50 reviews.
* State Agency default: only sees reviews that are marked "State Agency" in 1105 for the state they are in. If a review needs to be seen by a State Agency the only way to assign that review is to check the box in 1105

| **Privilege** | **Intended function** | **Applies to Role** |
| --- | --- | --- |
| Create Part 50 | Start a Part 50 review - 1101 | HUD |
| Partner |
|  |
| Create Part 58 | Start a Part 58 review -1101 | RE |
| Partner |
|  |
| Edit Part 50 | Edit any part 50 review - 1020/1030 | HUD |
| Partner |
|  |
| Edit Part 58 | Edit any part 58 review - 1020/1030 | RE |
| Partner |
| View Part 50 | View and generate ERR - 1020/1030 | HUD (for own reviews and REs in assigned State) |
| Partner (associated with user) |
|  |
| View Part 58 | View and generate ERR - 1020/1030 | HUD (for own reviews and REs in assigned State) |
| RE  (associated with user) |
| Partner(associated with user) |
| State Agency (as marked on 1105) |
| Determination Part 50 | Complete 6000-level screen (not 6205) | HUD |
| RE |
| 7015.15 Prepare | Edit boxes in 7015.15 | RE |
| 7015.15 Sign as RE | Edit certification as RE | RE |
|  |  |  |
| 7015.15 View | Access and view 7015.15 and 7015.16 using the side menu | Partner |
| 7015.15 Upload | Upload documentation to screen 7015.15 only without any other edit ability on 7015.15 | Partner |
| 7015.15 Sign as Non-RE Recipient | Edit Part 3 of 7015.15 | Partner |
| 7015.16 Prepare | Edit boxes in 7015.16. Button to edit 7015.16 appears on 1020 and 1030 | HUD |
| 7015.16 Sign | Sign in 7015.16 as HUD approver | HUD |
| HEROS Admin | Edit privileges | HUD |
| RE |
| State Agency |
| SSA | (Outside of HEROS) | HUD |
| ECO | Sign as ECO in 6500 | HUD |
| Reports | Generate associated reports. HUD, RE, and State Agency should have this privilege available | HUD (for own reviews and REs in assigned State) |
| RE  (associated with RE) |
| State (for REs in assigned State) |
| View Part 58: [State] | View ER for Part 58 project located in state | HUD |

View and edit access privileges for specific screens previously accessed through e-mail links are outlined in the chart below. In summary:

* Only HUD and State Agency users can edit 7015.16.
* HUD and State Agency users should not be able to edit any other screen.
* The privilege table as displayed below was updated for each of the subsequent releases based on the tickets included.
* Accessing the review through the review assignment e-mails sends the user to screen 1020 – My Environmental reviews at which point the same rules apply as if accessing the review by logging in directly.

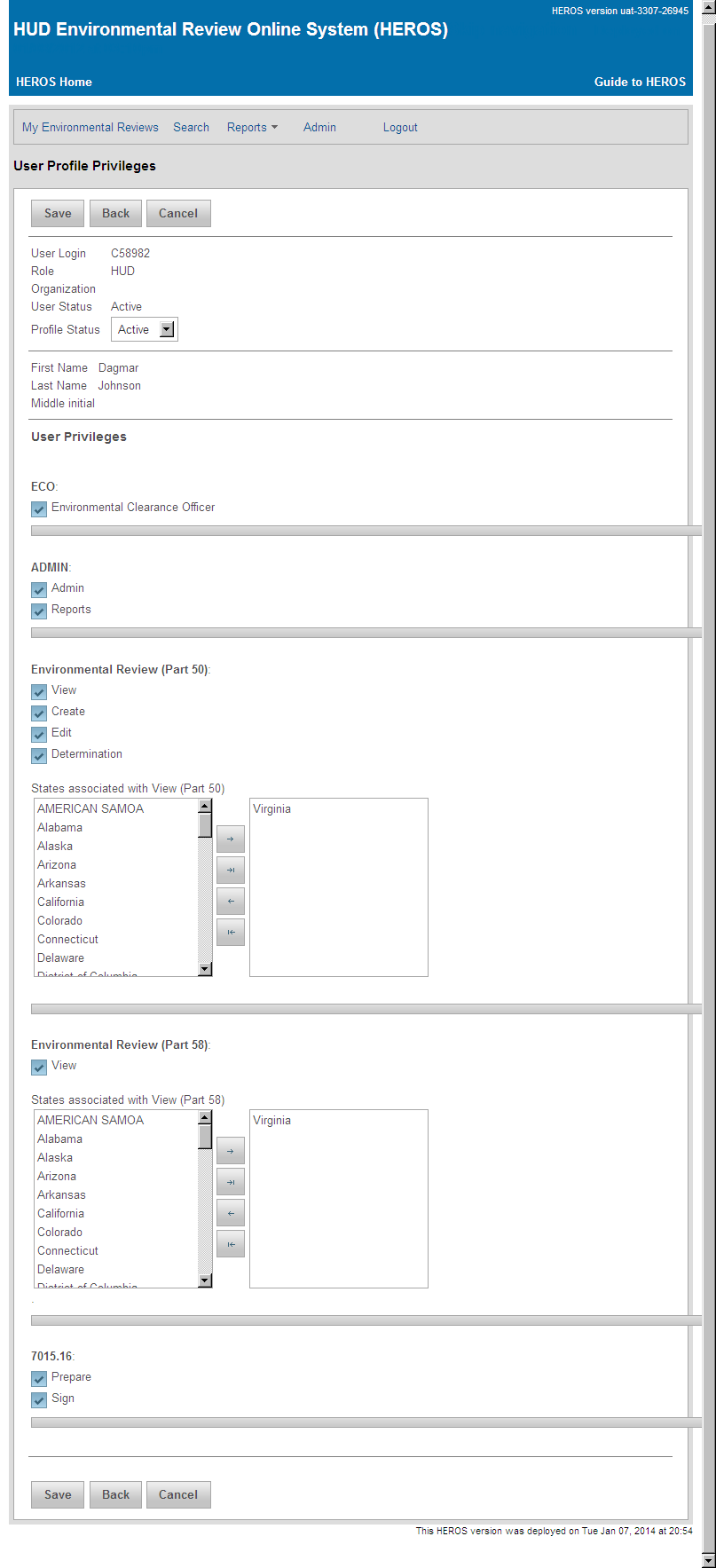
|  | **HUD** | **Responsible Entity** | **State Agency** |  | **Partner** |
| --- | --- | --- | --- | --- | --- |
| [Edit environmental review] from 1020, 1030, or 1070. | Button greyed out for Part 58.  (Not for Part 50. For Part 50 directs to 1105 in edit mode.) | Directs to 1105 in edit mode according to the user’s privileges. | Button greyed out. |  | Directs to 1105 in edit mode according to the user’s privileges. |
| [Edit 7015.16] from 1020, 1030, or 1070. | Directs to 7015.16 in “edit 7015.16 only” mode. Can make changes to 7015.16 but only view the rest of the review. | These users see a “View 7015.16” button, which is always available. | Directs to 7015.16 in “edit 7015.16 only” mode. Can make changes to 7015.16 but only view the rest of the review. |  | Not available. |
| 7015.16: edit | 7015.16: view | 7015.16: edit if same State |  | 7015.16: N/A |
| Screens: view | Screens: view | Screens: view |  | Screens: N/A |

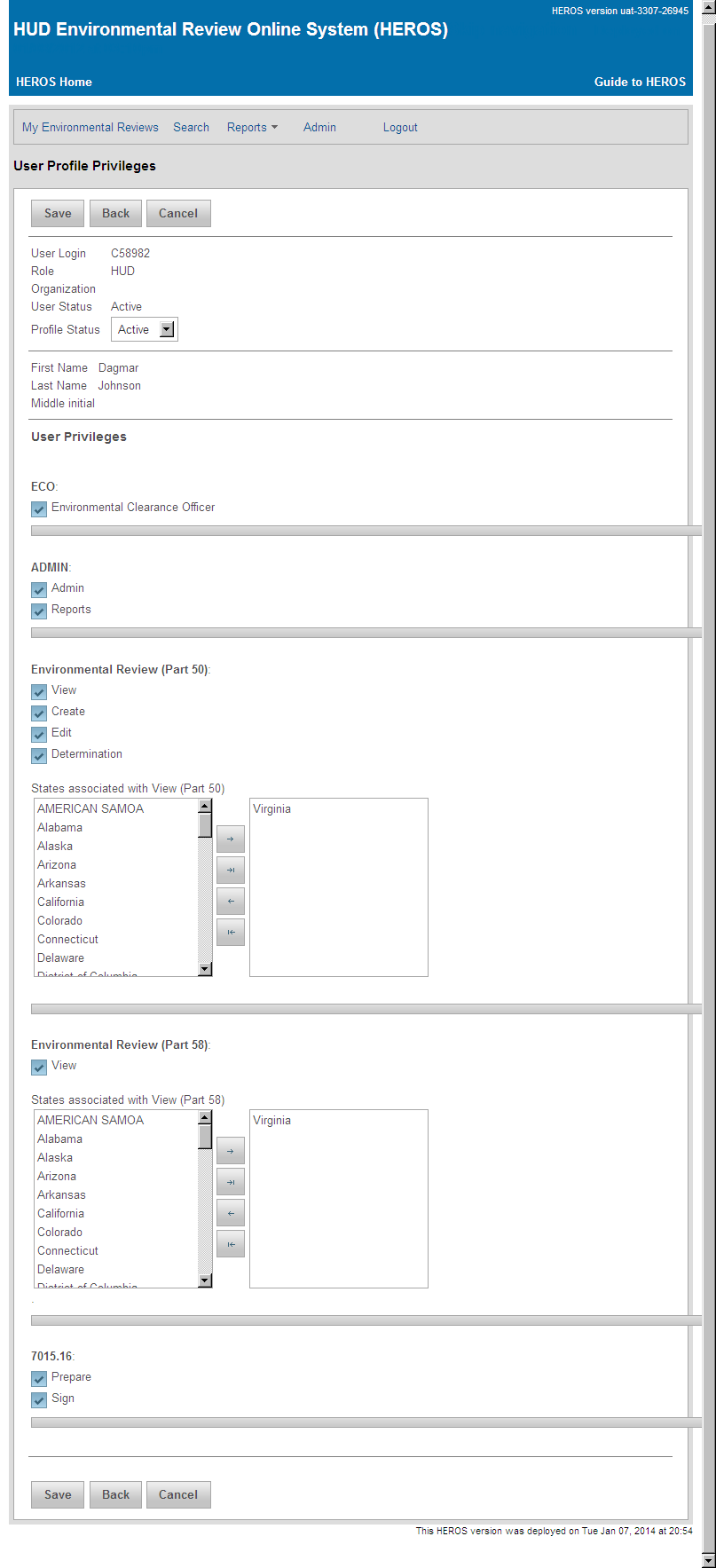
### 0252 - HUD Headquarters

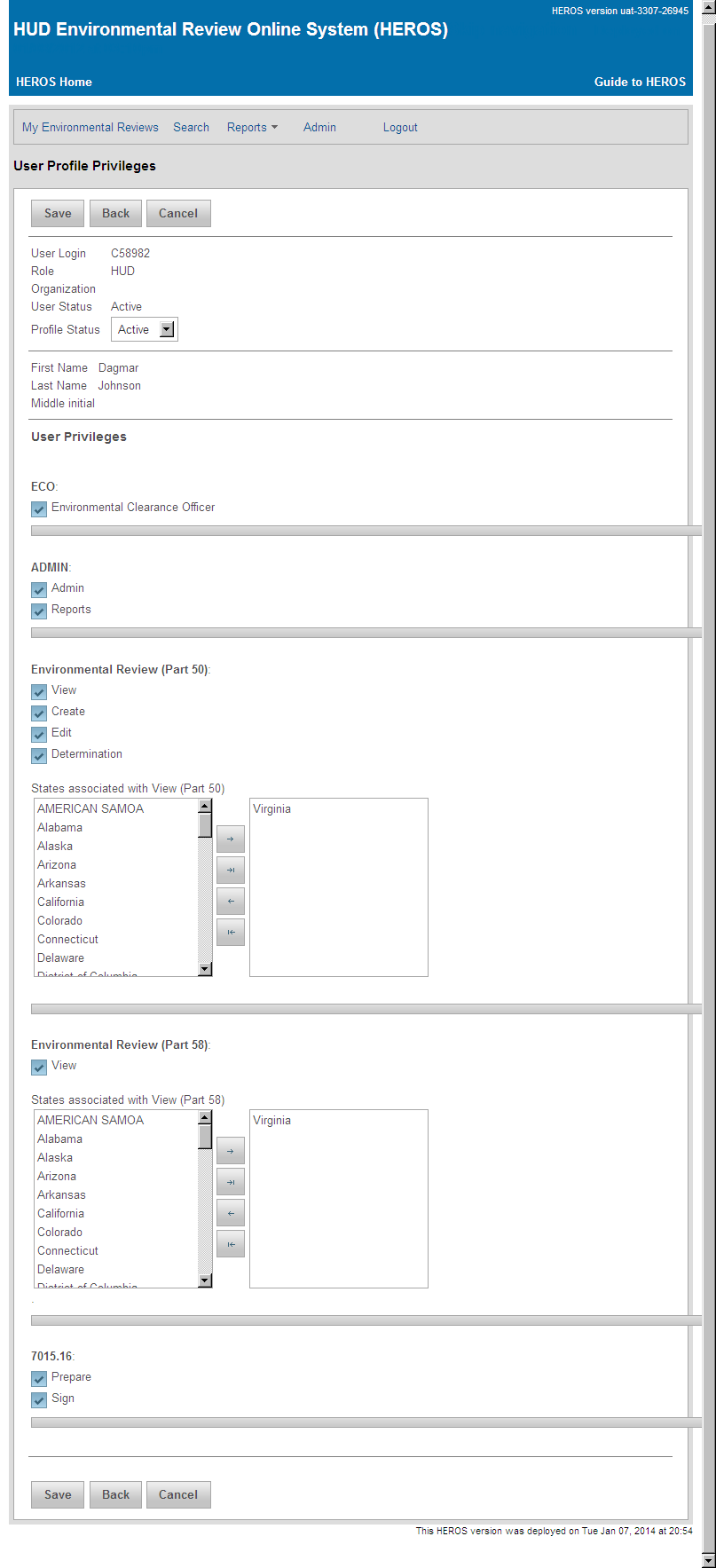
Business Rules:

Apply business rules as stated in **0250 – User Profile Privileges** in addition to the following:

Only HUD HQ Admin can edit this screen. The system displays the user information at the top of the screen and then allows for checking /un-checking user privileges. By default a new HUD user with have [View] privileges for all states assigned to him.

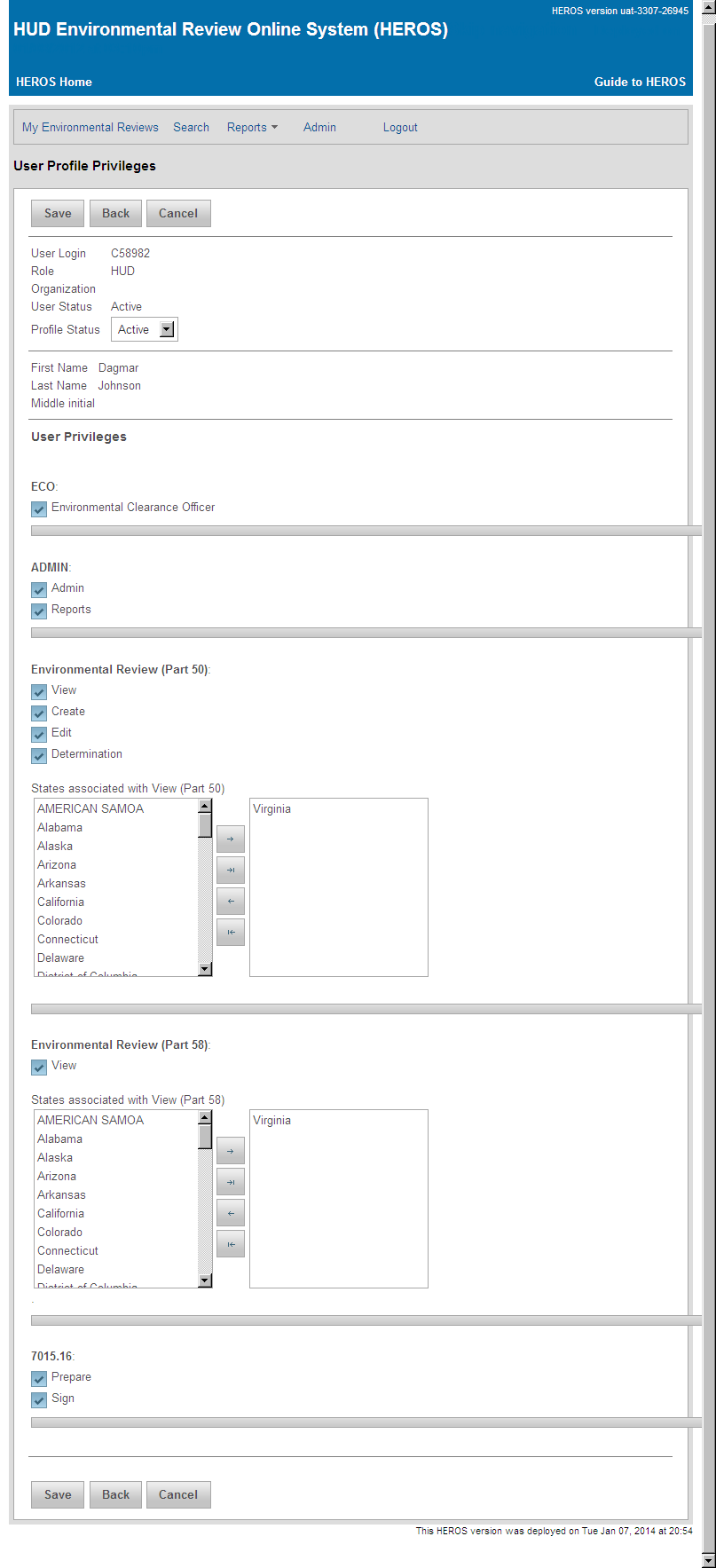






In addition, HUD user roles need to be assigned individual states for edit and view ability for Part 50 and Part 58 reviews. The list of “States associated with View” shows up as soon as the user checks the [View] box.

Only after a state has been assigned on this screen will the reviews show up in screen **1020 – My Environmental Reviews** and in screen **1030 – My Tiered Reviews** for the HUD user role. Otherwise the HUD user will only see his own reviews that he created.



[Save] saves the checked privileges and the assigned states and stays on the page.

[Back] navigates to screen **0220 - User Profile** for the selected user.

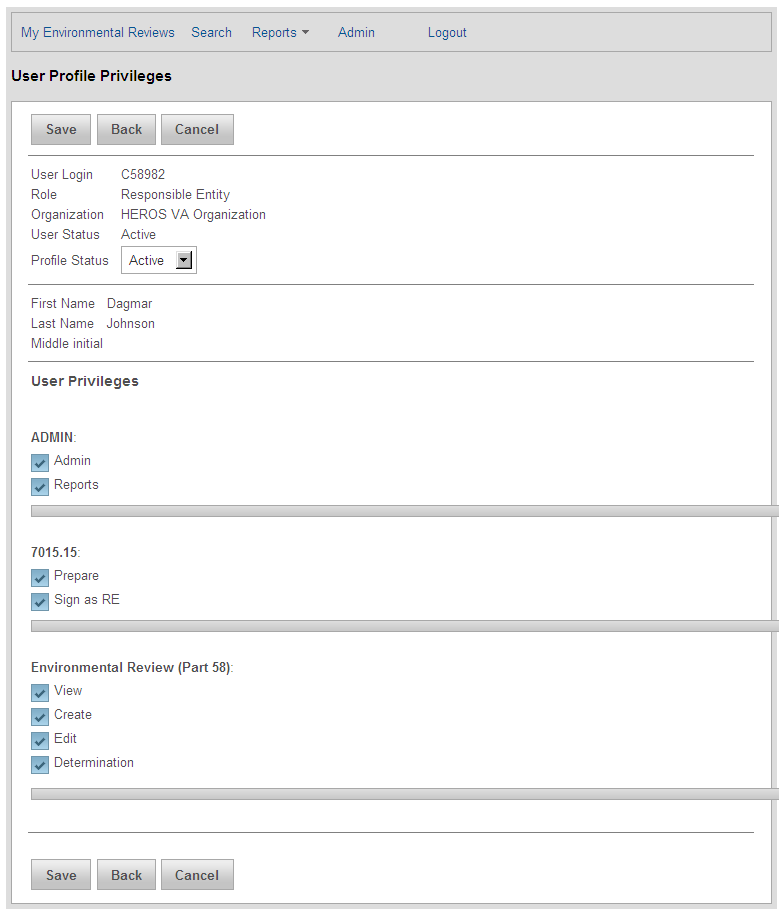
[Cancel] navigates to screen **0210 – Users Search**.

### 0254 - Responsible Entity

Business Rules:

Apply business rules as stated in 0250 – User Profile Privileges in addition to the following:

Only HUD HQ Admin can edit this screen. The system displays the user information at the top of the screen and then allows for checking /un-checking user privileges.



[Save] saves the checked privileges and the assigned states and stays on the page.

[Back] navigates to screen **0220 - User Profile** for the selected user.

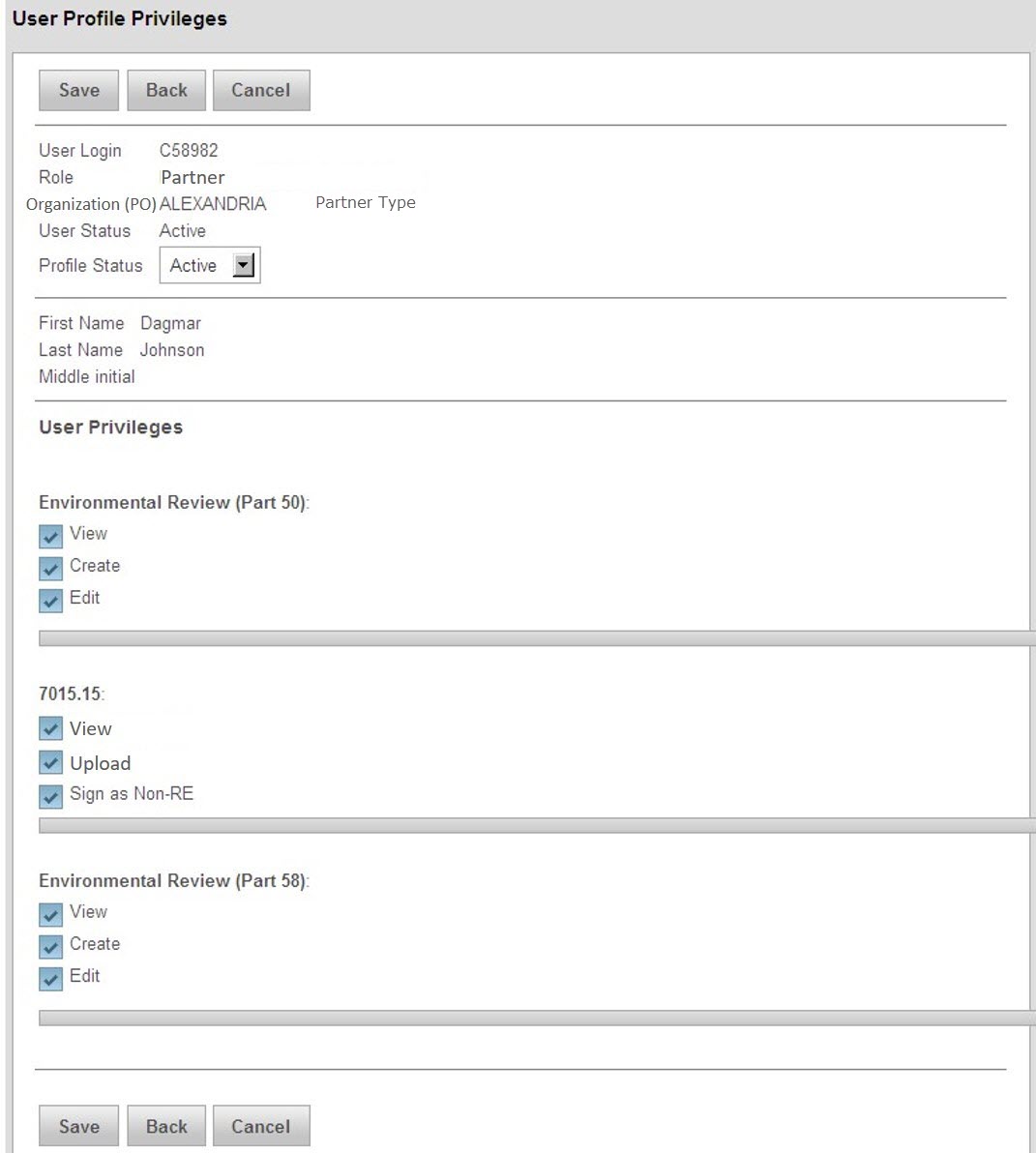
[Cancel] navigates to screen **0210 – Users Search.**

### 0256 - Partner

Business Rules:

Apply business rules as stated in **0250 – User Profile Privileges** in addition to the following:

Only HUD HQ Admin can edit this screen. The system displays the user information at the top of the screen and then allows for checking /un-checking user privileges.



[Save] saves the checked privileges and the assigned states and stays on the page.

[Back] navigates to screen **0220 - User Profile** for the selected user.

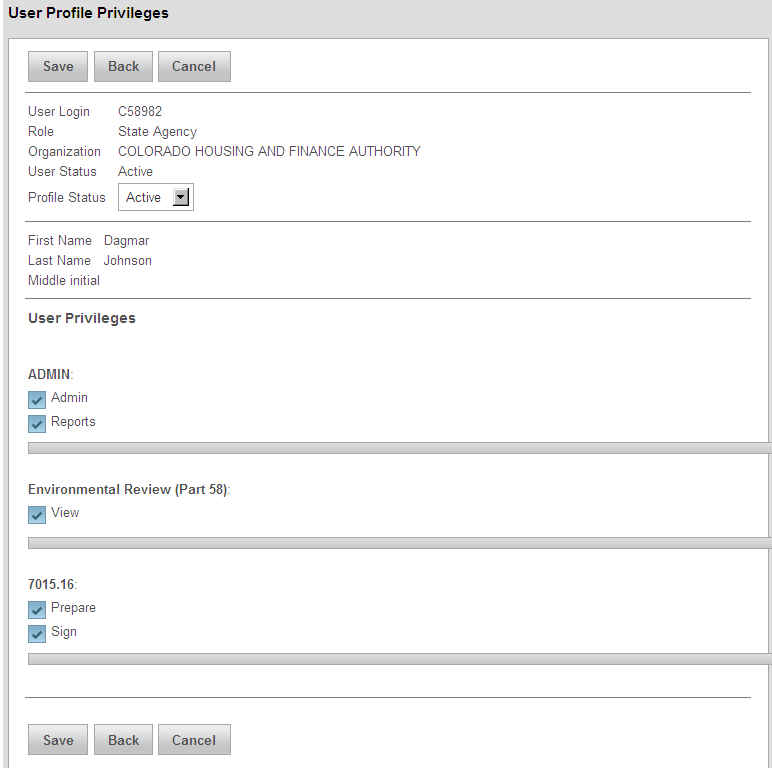
[Cancel] navigates to screen **0210 – Users Search**.

### 0258 - State Agency

Business Rules:

Apply business rules as stated **in 0250 – User Profile Privileges** in addition to the following:

Only HUD HQ Admin can edit this screen. The system displays the user information at the top of the screen and then allows for checking /un-checking user privileges.



[Save] saves the checked privileges and the assigned states and stays on the page.

[Back] navigates to screen **0220 - User Profile** for the selected user.

[Cancel] navigates to screen **0210 – Users Search**.

# 1000 – Dashboard Section

Business Rules:

The menu structure displayed on the HEROS Home page is dependent on the user that is logged in.

Below the line, the menu items apply only when the user is within an environmental review (as opposed to Search, Dashboard, Reports, etc.).

Once a review has been initiated, a prominently displayed menu will appear allowing the user to navigate between screens. The screens that appear on the side menu will depend on the level of review of the project. Where not otherwise indicated, screens should show for all levels of review.

[HEROS Home](https://www.onecpd.info/environmental-review/heros)

My Environmental Reviews (1020)

[User Guide](https://www.onecpd.info/resource/3150/heros-user-guide)

Side Menu as per guidance below

The generic design with some sample links for the HEROS Home page is depicted in Figure 1. The individual and accurate side menus are defined in the following sections. The actual location of the links and menu options might be different than depicted in the sample page.

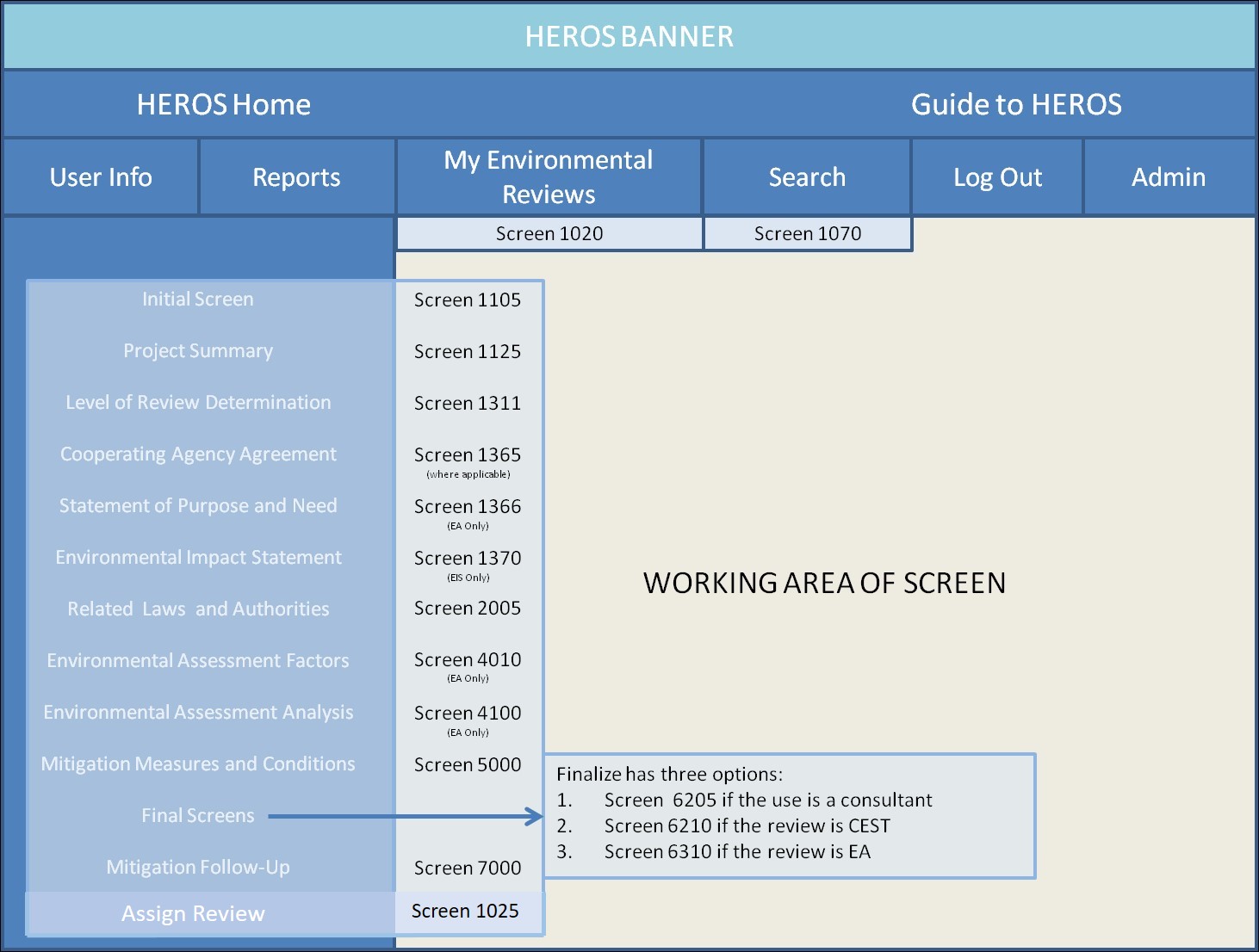


Figure 1 - HEROS Sample Home Page

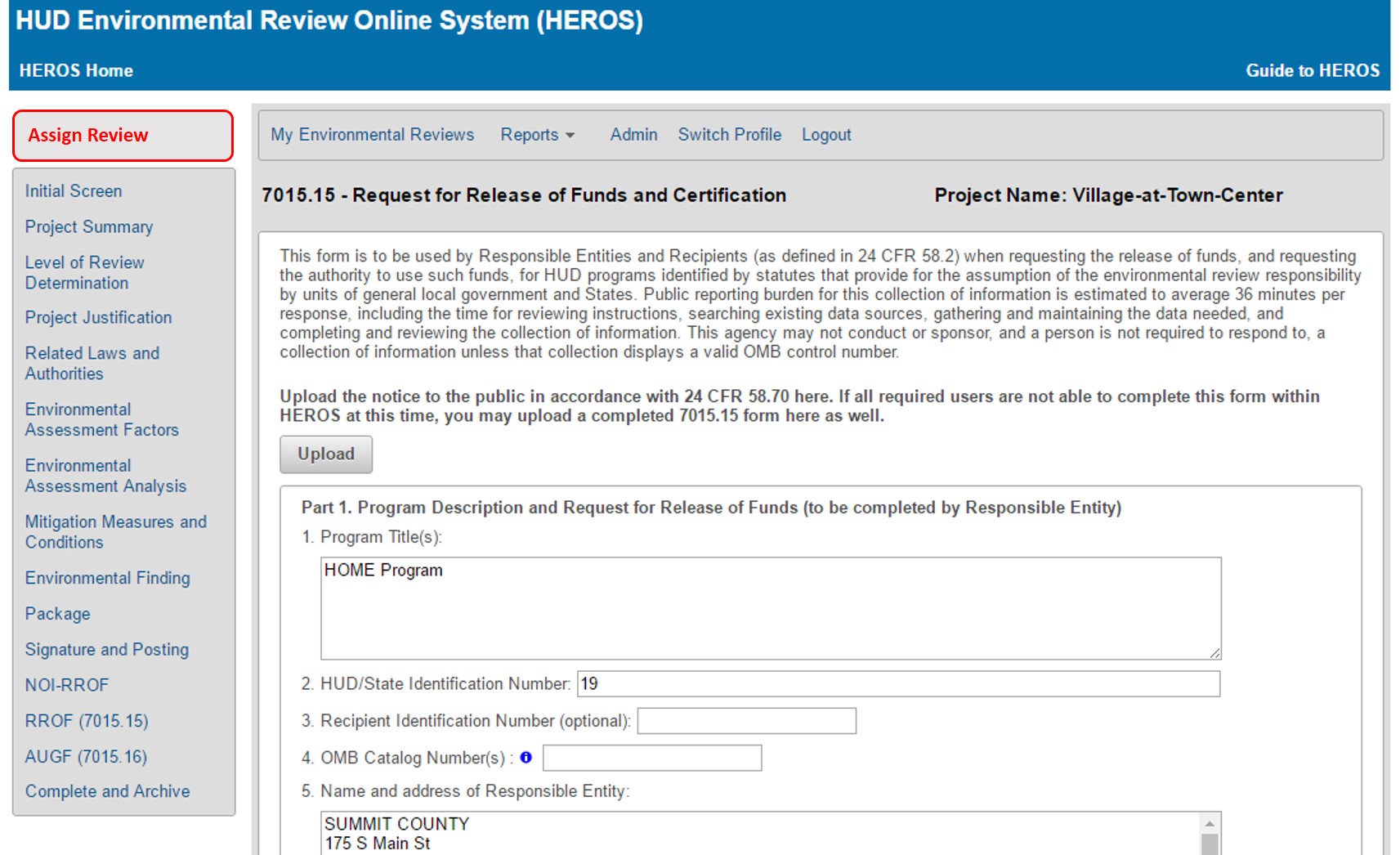
## Menu Structures

## Part 58 Menu Structures

Users should see all of the following as soon as they have passed screen 1105:

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]

In addition there will also be a [Assign Review] button at the top of the side menu at all times available only to the currently assigned user in both edit and view mode which will lead to screen **1024 – Assign Review (50/58)**. The assign review screen will be in edit mode even if the review was opened in view mode. The location and design of the [Assign Review] button is shown in the example below.



*However*, if a user who has not yet selected their level of review and selects any of the last 2 options (Related Laws, Mitigation, or Final Screens), they should get a pop-up with the following:

You must select the appropriate level of review before completing this screen.

To continue, use the menu on the left side of this screen to go to the Level of Review Determination.

**OK**

### Side menu Partner view

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Project Justification [shows for EA-level projects only; link to 1366]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Environmental Assessment Factors [shows for EA-level projects only; link to 4010]
* Environmental Assessment Analysis [shows for EA-level projects only; link to 4100]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Final Screen (6205) (This shows immediately, but only for Partner users)
* RROF (7015.15) (6400/7015.15) (This shows immediately, but only for Partner users with 7015.15 privileges)
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews]
* Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu at top of menu]

### Side menu State Agency view

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* RROF (7015.15) (6400/7015.15)(This shows when LoR is determined)
* AUGF (7015.16) (6500/7015.16)(This shows when LoR is determined)
* Complete and Archive (6605) )(This shows when LoR is determined)

### Side menu for RE Users and HUD Users

#### Exempt/CENST

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Package (6220) (This shows when LOR is determined)
* Signature (6222) (This shows when user is routed there)
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews] (this shows when LOR is determined)
* Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]

#### CEST non-tiered

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Environmental Finding (6210) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)

For CEST reviews that convert to exempt on 6210

* + Signature (6224) (This shows for converted to exempt reviews when user is routed there)
  + Complete and Archive (6600) (This shows for converted to exempt reviews at the same time as 6224)
  + Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews] (this shows when LOR is determined)

For CEST reviews that do not convert to exempt on 6210

* + Signature & Posting (6226) (This shows for standard CEST when user is routed there)
  + NOI-RROF (6230) (This shows at the same time as Signature & Posting)
  + RROF (7015.15) (6400/7015.15) (This shows at the same time as Signature & Posting)
  + AUGF (7015.16) (6500/7015.16) (This shows at the same time as Signature & Posting)
  + Complete and Archive (6600) (This shows at the same time as Signature & Posting)
  + Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews] (this shows when LOR is determined)
  + Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]

#### EA non-tiered, no cooperating agency agreement or acting as lead agency as indicated on 1365

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Project Justification [shows for EA-level projects only; link to 1366]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Environmental Assessment Factors [shows for EA-level projects only; link to 4010]
* Environmental Assessment Analysis [shows for EA-level projects only; link to 4100]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Environmental Finding (6310) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Signature & Posting (6320) (This shows when user is routed there)

For EA reviews that make a FOSI determination on 6320

* + Complete and Archive (6600) (This shows when user ‘saves’ 6320)

For EA reviews that make a FONSI determination on 6320

* + NOI-RROF (6330) (This shows when user ‘saves’ 6320)
  + RROF (7015.15) (6400/7015.15) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + AUGF (7015.16) (6500/7015.16) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + Complete and Archive (6600) (This shows at the same time NOI-RROF)
  + Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews only for all levels of review except EIS ]
  + Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]

#### EA non-tiered, acting as cooperating agency as indicated on 1365

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Cooperating Agency Agreement [link to 1365]
* Environmental Finding (6310) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Signature & Posting (6320) (This shows when user is routed there)

For EA reviews that make a FOSI determination on 6320

* + Complete and Archive (6600) (This shows when user ‘saves’ 6320)

For EA reviews that make a FONSI determination on 6320

* + NOI-RROF (6330) (This shows when user ‘saves’ 6320)
  + RROF (7015.15) (6400/7015.15) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + AUGF (7015.16) (6500/7015.16) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + Complete and Archive (6600) (This shows at the same time NOI-RROF)
  + Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews only for all levels of review except EIS ]
  + Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]

#### EIS non-tiered

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1311]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* RROF (7015.15) (6400/7015.15) (This shows when LOR is determined)
* AUGF (7015.16) (6500/7015.16) (This shows when LOR is determined)
* Complete and Archive (6605) (This shows when LOR is determined)

### Side Menu (Tiered Reviews) – Part 58

Business Rules: the following menu of screens should appear on the left side of the screen during all tiered reviews and link to the following screens

In addition there will also be a [Assign Review] button at the top of the side menu at all times available only to the currently assigned user in both edit and view mode which will lead to screen **1024 – Assign Review (50/58)**. The assign review screen will be in edit mode even if the review was opened in view mode.

#### CEST tiered – RE, State and HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link 1220]
* Related Laws and Authorities [link to 1251]
* Written Strategy [link to 1252]
* Environmental Finding (6215) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Signature & Posting (6226) (This shows for standard CEST when user is routed there)
* NOI-RROF (6230) (This shows at the same time as Signature & Posting)
* RROF (7015.15) (6400/7015.15) (This shows at the same time as Signature & Posting)
* AUGF (7015.16) (6500/7015.16) (This shows at the same time as Signature & Posting)
* Complete and Archive (6600) (This shows at the same time as Signature & Posting)
* Site-Specific Reviews (1240) (This always shows)

#### EA tiered – RE, State and HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link to 1220]
* Review Upload [link to 1230]
* Package (6220) (This shows when LOR is determined)
* Signature & Posting (6320) (This shows when user is routed there)

For EA reviews that make a FOSI determination on 6320

* + Complete and Archive (6600) (This shows when user ‘saves’ 6320)

For EA reviews that make a FONSI determination on 6320

* + NOI-RROF (6330) (This shows when user ‘saves’ 6320)
  + RROF (7015.15) (6400/7015.15) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + AUGF (7015.16) (6500/7015.16) (This shows at the same time as NOI-RROF but disappears if user selects ‘Yes,’ indicating that they changed their finding to a FOSI on 6330)
  + Complete and Archive (6600) (This shows at the same time NOI-RROF)
  + Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews only for all levels of review except EIS ]
  + Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]
* Site-Specific Reviews (1240) (This always shows)

#### EIS tiered – RE, State and HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link to 1220]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* RROF (7015.15) (6400/7015.15) (This shows when LOR is determined)
* AUGF (7015.16) (6500/7015.16) (This shows when LOR is determined)
* Complete and Archive (6605) (This shows when LOR is determined)
* Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]
* Site-Specific Reviews (1240) (This always shows)

#### CEST tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link 1220]
* Related Laws and Authorities [link to 1251]
* Written Strategy [link to 1252]
* Final Screen (6205) (This shows immediately, but only for Partner users)))
* RROF (7015.15) (6400/7015.15)(This shows immediately, but only for Partner users with 7015.15 privileges))
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu at top of menu]

#### EA tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link to 1220]
* Review Upload [link to 1230]
* Final Screen (6205) (This shows immediately, but only for Partner users))
* RROF (7015.15) (6400/7015.15)(This shows immediately, but only for Partner users with 7015.15 privileges))
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

#### EIS tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination[link to 1210]
* Project Summary [link to 1220]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Final Screen (6205) (This shows immediately, but only for Partner users)
* RROF (7015.15) (6400/7015.15)(This shows immediately, but only for Partner users with 7015.15 privileges))
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

### Side Menu (Supplemental Assistance Review)

Side Menu (should not appear until 1151) – hidden for September 2013 release:

* Original Review [link to 1151]
* Project Summary [link to 1152]
* Related Laws and Authorities [link to 2005]
* Final Screens [link to 6222]

## Part 50 Menu Structures

Users should see all of the following as soon as they have passed screen 1105:

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]

In addition there will also be a [Assign Review] button at the top of the side menu at all times available only to the currently assigned user in both edit and view mode which will lead to screen **1024 – Assign Review (50/58)**. The assign review screen will be in edit mode even if the review was opened in view mode. The location and design of the button is the same as for the Part 58 reviews.

*However*, if a user who has not yet selected their level of review selects the last options (Related Laws and Authorities] he will be routed to screen 2005 – Related Laws and Authorities Summary which will have the following statement:

You must select the appropriate level of review before completing this screen.

To continue, use the menu on the left side of this screen to go to the Level of Review Determination.

### Side menu Partner view

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* CENST Compliance [shows only for reviews where 1315 BRs indicated this screen is applicable; link to 1351]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Project Justification [shows for EA-level projects only; link to 1366]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Environmental Assessment Factors [shows for EA-level projects only; link to 4010]
* Environmental Assessment Analysis [shows for EA-level projects only; link to 4100]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Final Screen (6205) (This shows immediately, but only for Partner users))
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews]
* Reevaluation [link to screen 1162, after the review is complete, complete, conditioned on mitigation reviews only]
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

### Side menu for HUD Users

#### CENST

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* CENST Compliance [shows only for reviews where 1315 BRs indicated this screen is applicable (NOT ALL CENST REVIEWS); link to 1351]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews] (this shows when LOR is determined)
* Reevaluation [link to screen 1162, after the review is complete, complete, conditioned on mitigation reviews only]

#### CEST non-tiered

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Environmental Finding (6215) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Complete and Archive (6600) (This shows when LOR is determined )
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews] (this shows when LOR is determined)
* Reevaluation [link to screen 1162, after the review is complete, complete, conditioned on mitigation reviews only]

#### EA non-tiered, no cooperating agency agreement or acting as lead agency as indicated on 1365

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Project Justification [shows for EA-level projects only; link to 1366]
* Related Laws and Authorities [link to 2005 for all reviews except EIS]
* Environmental Assessment Factors [shows for EA-level projects only; link to 4010]
* Environmental Assessment Analysis [shows for EA-level projects only; link to 4100]
* Mitigation Measures and Conditions [link to 5000 for all reviews except EIS]
* Environmental Finding (6310) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Complete and Archive (6600) (This shows when LOR is)
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews only for all levels of review except EIS ]
* Reevaluation [link to screen 1162, after the review is complete, complete, conditioned on mitigation reviews only]

#### EA non-tiered, acting as cooperating agency as indicated on 1365

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* Cooperating Agency Agreement [link to 1365]
* Environmental Finding (6310) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Complete and Archive (6600) (This when LOR is determined)
* Mitigation Follow-Up [link to 7000; complete and complete, conditioned on mitigation reviews only for all levels of review except EIS ]
* Reevaluation [link to screen 1160, after the review is complete, complete, conditioned on mitigation reviews only]

Business Rules:

This side menu applies only for reviews where the RE or HUD is acting as a cooperating agency and not completing screens **1366 – Project Justification**, the 2000 series and the 4000 series and so on.

#### EIS non-tiered

* Initial Screen [link to 1105]
* Project Summary [link to 1125]
* Level of Review Determination [link to 1315]
* Cooperating Agency Agreement [shows only where 1365 Business rules indicate this screen is applicable; link to 1365]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Complete and Archive (6605) (This shows when LOR is determined)

### Side Menu (Tiered Reviews) – Part 50

Business Rules:

The following menu of screens should appear on the left side of the screen during all tiered reviews and link to the following screens

In addition there will also be a [Assign Review] button at the top of the side menu at all times available only to the currently assigned user in both edit and view mode which will lead to screen **1024 – Assign Review (50/58)**. The assign review screen will be in edit mode even if the review was opened in view mode.

#### CEST tiered – HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [link to 1210 (Part 58) or 1215 (Part 50)]
* Project Summary [link 1220]
* Related Laws and Authorities [link to 1251]
* Written Strategy [link to 1252]
* Environmental Finding (6215) (This shows when LOR is determined)
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Complete and Archive (6600) (This shows when LOR is determined)

#### EA tiered – HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [link to 1210 (Part 58) or 1215 (Part 50)]
* Project Summary [link to 1220]
* Review Upload [link to 1230]
* Package (6220) (This shows when LOR is determined)
* Certifications (6350) (This shows when LOR is determined)
* Complete and Archive (6600) (This shows when LOR is determined)

#### EIS tiered – HUD users

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [link to 1210 (Part 58) or 1215 (Part 50)]
* Project Summary [link to 1220]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Complete and Archive (6605) (This shows when LOR is determined)

#### CEST tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [1215 (Part 50)]
* Project Summary [link 1220]
* Related Laws and Authorities [link to 1251]
* Written Strategy [link to 1252]
* Final Screen (6205) (This shows immediately, but only for Partner users))
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

#### EA tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [1215 (Part 50)]
* Project Summary [link to 1220]
* Review Upload [link to 1230]
* Final Screen (6205) (This shows immediately, but only for Partner users))
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

#### EIS tiered – Partner User

* My Tiered Environmental Reviews [link to 1030]
* Initial Screen [link to 1105]
* Level of Review Determination [1215 (Part 50)]
* Project Summary [link to 1220]
* Environmental Impact Statement [shows for EIS-level projects only; link to 1370]
* Final Screen (6205) (This shows immediately, but only for Partner users)),
* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

## 1020 – My Environmental Reviews (50/58) 🗹

Business Rules:

When the user logs in he will be routed to screen **1020 – My Environmental Reviews**. The reviews visible on the dashboard will depend on the user’s role as well as on the user’s display selection on the dashboard. The dashboard screen should display up to 50 reviews at a time.

By default, the system will show only those reviews currently assigned to the through the default selection of the “Show reviews assigned to me” radio button selection.

A “Show All” selection is available and depends on the user’s role and privileges as follows:

* RE users will see all reviews for the Responsible Entity they are signed in as.
* HUD users will see all reviews that the user has view or edit privileges, depending on the users’ access to Part 50 and/or Part 58 and by State.
* Partner users will not have the “Show All” selection available.
* State Agency users will see everything in their state tagged CDBG on screen **1105 – Initial Screen**.
* State Agency users will not be allowed to create new reviews**.**
* All reviews of the State that the user has been assigned to in the admin section will be displayed.
* All reviews the user has started will be displayed even if the State of the review is no longer assigned to the user.
* Note that only reviews that are assigned to the user are editable by that users. If the review is not assigned to a user it can only be viewed.

The following text should be displayed above the list of reviews:

HEROS integrates guidance and assistance into the environmental review format, but it is not a substitute for learning and understanding HUD’s environmental review process and all environmental laws and authorities addressed in this system. Responsible Entities are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with all relevant environmental laws and authorities. HEROS users remain responsible for ensuring that their environmental review records are accurate and complete.

My Environmental Reviews, as depicted in Figure 2, should by default be sorted with the most updated reviews on top, whereas the action of assigning a review is considered an update to the review and therefore would be displayed first in the set of reviews.

The following columns will be displayed from left to right:

* Select
* Name of Project
* City (from screen 1125 - Project Summary)
* State
* Level of Review
* Status
* Mitigation Status
* Last Updated (Date/Time) in chronological order
* Assigned to (User Name)
* ER ID
* Generate ERR (for all review types except EIS)
* Cancel (not applicable for reviews in “Completed” or “Completed, conditioned on mitigation” status
* Reopen
* Part 50/58 (this column should be sortable by Part 50/58)
* Complete (from "Certify" checkbox on Screen 7000)

The Last Updated fields should be only updated if a user edits the review and saves the changes or if a review has been assigned.

Typing into the empty column headers will narrow the dashboard display down based on the data entered. Meaning typing “demo” into the [Name of Project] will display only those ERs that contain the word “demo” in the project name. As another example typing “VA” into the [State] field will display all reviews in Virginia. Using the arrows next to the column names will sort on that column ascending or descending. When sorting by state, in progress reviews with States of “N/A” will be displayed at the end. Note that even if the user does not hit [Enter], the system will start narrowing the results down as soon as the user starts typing. The user can hit [Enter] if he chooses to do so.

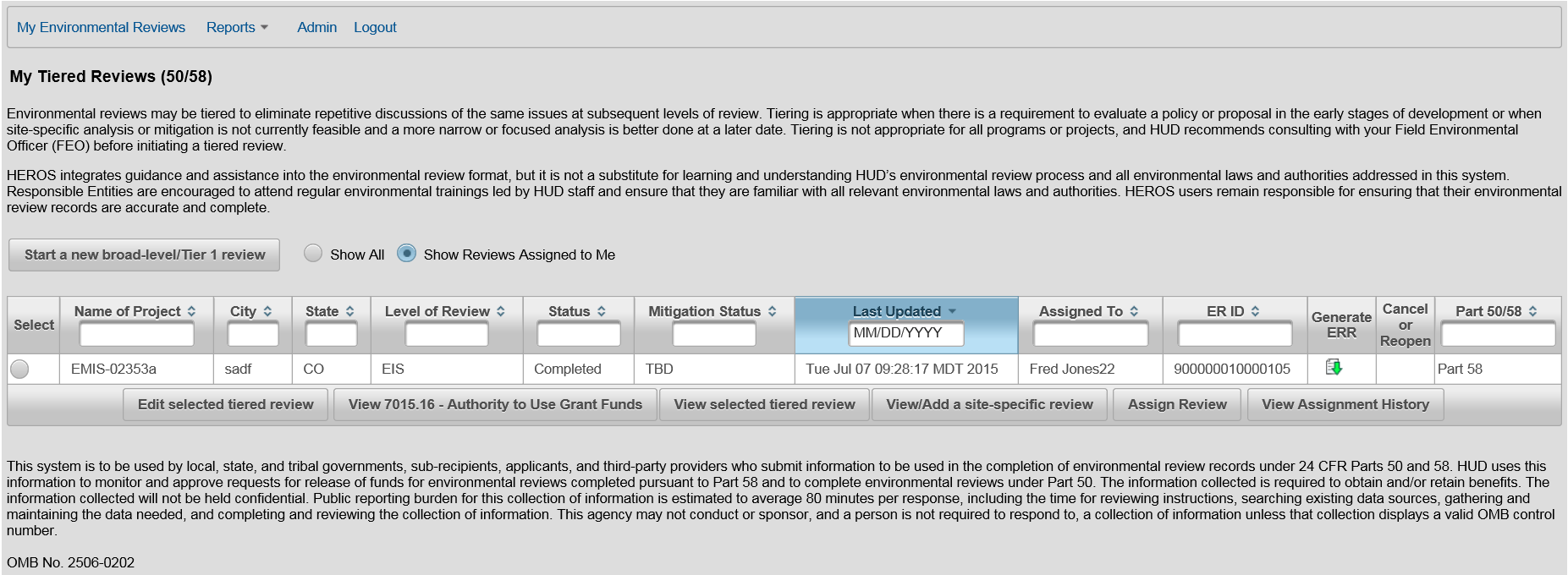
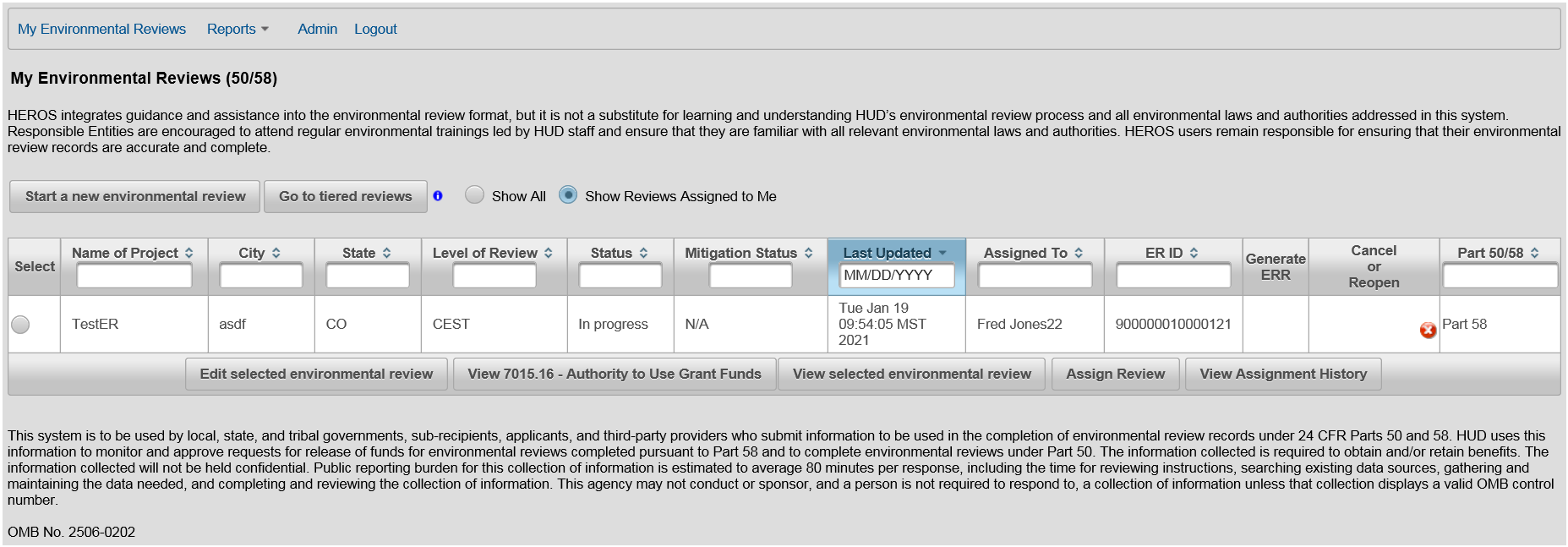


Figure 2 - HEROS Dashboard for Environmental Reviews

System shall display the following text at the bottom of 1020/1030:

This system is to be used by local, state, and tribal governments, sub-recipients, applicants, and third-party providers who submit information to be used in the completion of environmental review records under 24 CFR Parts 50 and 58. HUD uses this information to monitor and approve requests for release of funds for environmental reviews completed pursuant to Part 58 and to complete environmental reviews under Part 50. The information collected is required to obtain and/or retain benefits. The information collected will not be held confidential. Public reporting burden for this collection of information is estimated to average 80 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.”

OMB No. 2506-0202

Possible actions based on assigned user privileges are:

1. Start a new environmental review.
2. Go to tiered reviews.
3. Assign a review

Note that this option will be only available to the current assigned user of the review as well as admin users with privileges for that review (Admin Users for the RE and HUD Admin users with privileges on the review).

1. Edit an existing review by clicking the desired ER ID and selecting [Edit selected environmental review].

Note that this option will only be available to the current assigned user of the review as well as admin users with privileges for that review

1. View an existing review by clicking the desired ER ID and selecting [View selected environmental review].
2. View the assignment history of a review by clicking the desired ER ID and selecting [View Assignment History]
3. Generate Environmental Review Record.

Note that this is only available for all review types except EIS with status of: completed; completed, conditioned on mitigation and FOSI reviews only.

1. Cancel a project. Only available if the review has not been completed yet.
2. Reopen a canceled project. This will change the status of the review to “In Progress”.

The following items should be buttons above the list of existing ERs and do not require the user to first select a review:

1. [Start a new environmental review] - this will route the user to screen **1101 – Review Type.**
2. [Go to tiered reviews[[1]](#footnote-3)] - this will route the user to screen **1030 – My Tiered Reviews**.

The following items should be buttons below the list of existing ERs and will require the user to first select a review prior to taking action. The availability of the buttons depends on the users privileges:

1. [Edit selected environmental review] - this will route the user to screen **1105 – Initial Screen** of that review.
2. [Edit 7015.16 – Authority to User Grant Funds] (grayed out for Part 50 reviews) – this will route the user to screen **7015.16 – Authority to Use Grant Funds**.
3. [View selected environmental review ] - this will route the user to screen **1105 – Initial Screen** of that review.
4. [Assign Review] - will display screen **1024 – Assign Review**
5. [View Assignment History] will display screen **1026 – Assignment History**

Possible statuses of review:

1. In progress
2. Completed
3. Completed, conditioned on mitigation [at the time of the ERR]
4. Canceled
5. FOSI
6. Rejected [Part 50 only]

Range of Values for Mitigation Status column:

1. N/A (for reviews which do not require mitigation)
2. Mitigation Completed (if all mitigation measures on screen 7000 are checked off)
3. Mitigation Open (if one or more mitigation measures on screen 7000 are not checked off)

Once the user is within a review the project name should display at the top of every screen within the review.

## 1021 – Cancel Review (50/58) 🗹

No change from part 58 version

Cancellation Pop-Up Screen:

**Was the project canceled/ withdrawn for environmental reasons[[2]](#footnote-4)?**

* Yes
* No

Provide an explanation for canceling/withdrawing the project

Text box to provide reason for withdrawing the review or cancelling the project……

Business Rules:

If a user cancels a project from the Dashboard, a pop-up should appear, and the typed in explanation needs to be captured for that review. Canceled projects should not be deleted from the system but kept and be displayed with a status of “Canceled”.

More detail in regards to the “Cancel” terminology: HEROS really controls *reviews* as opposed to projects, so it is more accurate to say that one is cancelling a review, not cancelling a project.

If the user gets to the cancel screen from screen **1020 – My Environmental Reviews** he gets sent back to that screen. If the user gets to the cancel screen from **1030 – My Tiered Reviews**, he gets sent back to that screen.

If the user gets to the cancel screen from screen **2005 – Related Federal Laws and Authorities**, he gets sent back to screen **1020 – My Environmental Reviews**.

If the user gets to the cancel screen from any of the 2000 series within the Related Federal Laws and Authorities he gets sent back to screen **1020 – My Environmental Reviews**.

## 1024 – Assign Review (50/58)

Business Rules:

Assigning a review assures that only one user at a time will be able to edit the review. The assign function locks the review from being edited by anybody other than the current assigned user until the assignee (or an Admin User) assigns the review to a different user (with the appropriate privileges).

The assign function therefore provides as mean to share and collaborate on reviews without opening the review up to multiple users for editing and therefore possibly overwriting information.

When the review is first created it is by default assigned to the creator until he, or an admin user, assigns the review to a different user.

The user can assign a review through the following options or screens:

* Using the side menu [Assign Review] button while in a review in both view or edit mode
* From the following screens by clicking the [Assign Review] button on the screen:
  + **1020 – My Environmental Reviews**
  + **1030 – My Tiered Reviews**
  + **1070 – Search Projects**

If the user is the Assigned User the system will display:

**After you assign this review to another user, you will no longer be able to edit it unless it is assigned back to you. Be sure you are done editing this review before assign it to another user.**

If the user is not the Assigned user but is assigning the review as an Administrator, show:

**After you assign this review to another user, the current assigned user will no longer be able to edit it unless it is assigned back to them.**

Note: If you would like to edit this review yourself, you will have to assign it to yourself.

All users will see the following:

**To whom do you want to assign this review?**

Search Box

**First Name**

Search Box

**Last Name**

**Search**

**Reset**

Typing in a name into the Search box and clicking on [Search] will display all users based on the entered name that meet the Search chart criteria outlined below.

Selecting [Reset] will clear the search results and search screen.

The screen will display two separate tables, one that displays the search results and underneath it a table displaying all users that the review was previously assigned to.

The second table will therefor allow the user to select from a list of Users who have previously edited or created the review and thereby reassigning it back to the user.

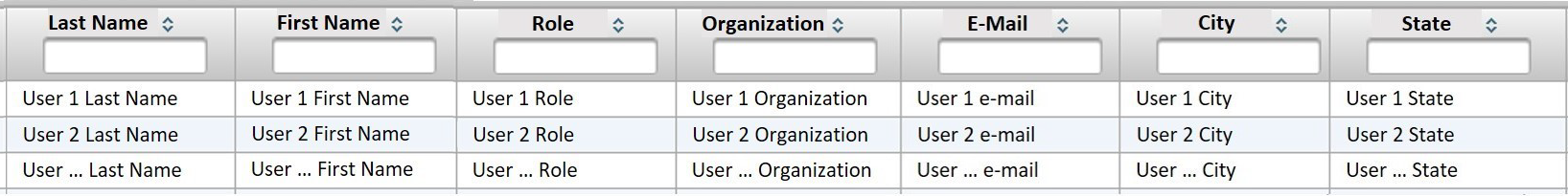
Alternatively the search function provides the option to assign the review to a different (new) user that has not edited the review yet.

The search results will have filters for Last Name, First Name, City, State, Role and Organization (HUD, RE or Partner if applicable). It will also allow for sorting and searching in each column to further filter down the results.

Local admin users on the search results should have an \* next to their name.

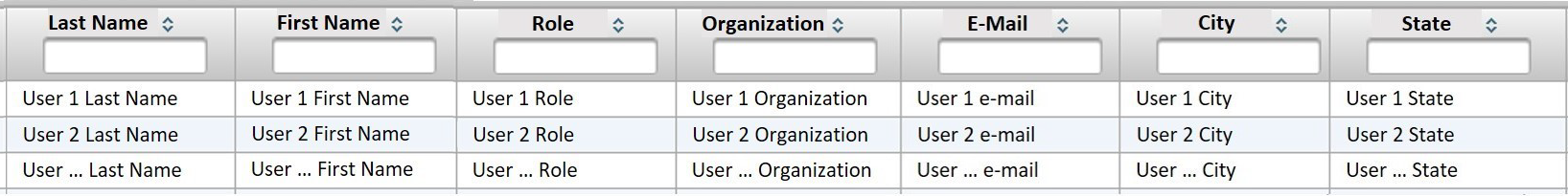
Users that have previously been assigned to the review and are either deleted or inactivated or their profiles are inactivated or deleted still show up in the 2nd table but the review cannot be assigned to them.

In addition inactive users/ profiles will be marked with \*\* and deleted will be marked with \*\*\*. If both the profile and the user is inactive or deleted the system will still only display \*\* or \*\*\*, since the user profile status takes precedence over the privilege status.



**Other users who have previously been assigned to this review:**

The system will display all users that have previously been assigned that review, including the User who initiated the review.



If Part 58 display the following. The checkbox should have no default value and should allow for being selected or unselected by the user.

**Check here if you are assigning this review to your local HUD contact as the official submission of the 7015.15.**

**Enter any comments you have for the next assigned user here:**

Optional short paragraph box, up to 4,000 characters

**Assign**

**Cancel**

[Assign] will trigger a system generated e-mail as described below.

[Cancel] returns the user to the screen he came from.

If the user tries to assign a review while the data of that review is still in the process of being written to the final tables (like generating the review or clicking [Save and Continue] on the “trigger screens” as defined in the Generic Business Rules, paragraph 18. Then the system will present the user with a message at the top of the screen stating "Sorry, the Review is being Generated, please wait a moment, and try again” prior to the user being able to assign the review.

Search chart criteria:

**Part 58 reviews**: The search chart should show the following users:

* RE users assigned to the projects’ RE
* HUD users with view Part 58 – prepare and/or sign 7015.16 privileges
* Partner users meeting the following criteria:
  + With Part 58 edit OR with Part 58 view privileges
  + AND where the users is assigned to any Partner organization associated with the projects’ RE
  + Once assigned the Partner with view only privileges user should only be allowed to
    - View the full ERR
    - Assign the review to another user

**Part 50 reviews**: The search chart should show the following users:

* HUD users with part 50 edit privileges within the state that the project is in
* Partner users meeting the following criteria:
  + With Part 50 edit OR with Part 50 view privileges
  + AND where the user is assigned to any Partner organization associated with HUD
  + Once assigned the Partner with view only privileges user should only be allowed to
    - View the full ERR
    - Assign the review to another user

The search result table needs to allow for filters by last name, first name, city, and state, and Role, and organization. It will be sortable and searchable by all columns.

A user indicates trough the checkbox that he is assigning the review to HUD for the 7015.15 triggers the following:

* Starting of the clock on the 7015.15 (day after this is day one on a 15-day objection period)
* HUD staff can run a report showing the active reviews for 7015.16. When this button has been checked, but the 7015.16 has not been finalized by HUD within the States they are assigned.

Checking the box or not will now have an impact on the actual display options for any users for 7015.15.

After the review has been assigned to a new User, all affected Users will be sent a **system-generated email**.

The email will be sent to:

1. The User who was just assigned to the review (i.e. the new Assigned User)
2. The User who just did the assigning (this will be either the previous Assigned User or an Admin User)
3. The previous Assigned User, if different from item 2

The email will state:

An environmental review, [Name of review], has been assigned to [Name of assigned user] in HEROS by [Name of assignor] in [city, state from screen 1125].

[Name of assignor] provided the following comments: [comments entered by assignor]

If you are the assigned user, you may now edit this review, and it will now appear on your Environmental Reviews Dashboard. Go to [link to dashboard], and make sure to view the Dashboard with “Show reviews assigned to me” selected.

## 1026 – Assignment History (50/58)

Business Rules:

The assign review history is available to users that have either edit or view privileges for a particular review. The user can review the assignment history by first selecting a review and then clicking the [View Assignment History] button on these screens:

* **1020 – My Environmental Reviews**
* **1030 – My Tiered Reviews**
* **1070 – Search Projects**

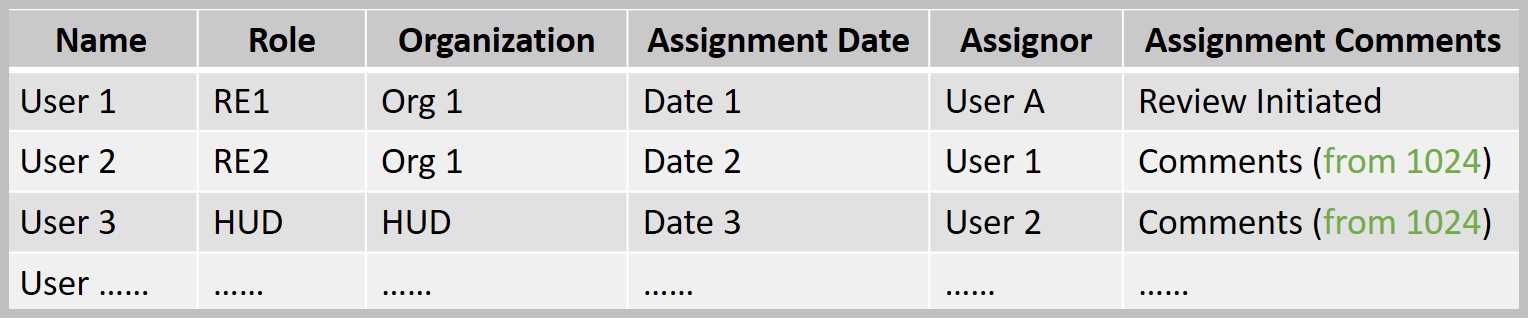
Clicking the [View Assignment History] button will send the user to screen **1026 – Assignment History** displaying a chart showing all users that have previously been assigned (or initiated) the review with the following information for each assigned user or the initiator of the review:

* Name
* User Role
* Organization (HUD, RE or Partner)
* Dates Assigned
* Name of the user who assigned the review (Assignor)
* Any Comments entered when the review was assigned to the user

Some users might appear more than once in the history for a single review since there is no limit on how often a user can get a review assigned and/or reassigned.

The first row will always be the review creation information and will list the user that created the review, the date the review was first created and as a comment “Review Created”.

Subsequent reviews will pull the comment information from the assignment comments entered by the Assignor on screen **1024 - Assign Review**.



**Close**

Clicking on [Close] will navigate the user back to the screen he came from, meaning one of the three possible screens that he clicked the [View Assignment History] button on:

* **1020 – My Environmental Reviews**
* **1030 – My Tiered Reviews**
* **1070 – Search Projects**

## 1030 – My Tiered Reviews (50/58) 🗹

Business Rules:

When the user clicks on “Go to Tiered Reviews” in Screen **1020 – My Environmental Review** he will be led to screen **1030 – My Tiered Reviews.**

The reviews visible on the dashboard will depend on the user’s role as well as on the user’s display selection on the dashboard. Only the Tier 1 reviews will be displayed at that point. The dashboard screen should display up to 50 reviews at a time:

By default the system will show only those reviews currently assigned to the through the default selection of the “Show reviews assigned to me” radio button selection.

A “Show All” selection is available and depends on the user’s role and privileges as follows:

* RE users will see all reviews for the Responsible Entity they are signed in as.
* HUD users will see all reviews that the users has view or edit privileges, depending on the users’ access to Part 50 and/or Part 58 and by State.
* Partner users will not have the “Show All” selection available.
* State Agency users will see everything in their state tagged CDBG on screen 1105.
* State Agency users will not be allowed to create new reviews.
* All reviews of the State that the user has been assigned to in the admin section will be displayed.
* All reviews the user has started will be displayed even if the State of the review is no longer assigned to the user.
* Note that only reviews that are assigned to the user are editable by that users. If the review is not assigned to a user it can only be viewed.

At the top of the screen, display the following text:

Environmental reviews may be tiered to eliminate repetitive discussions of the same issues at subsequent levels of review. Tiering is appropriate when there is a requirement to evaluate a policy or proposal in the early stages of development or when site-specific analysis or mitigation is not currently feasible and a more focused analysis is better done at a later date. Tiering is not appropriate for all programs or projects, and HUD recommends consulting with your Field Environmental Officer (FEO) before initiating a tiered review.

HEROS integrates guidance and assistance into the environmental review format, but it is not a substitute for learning and understanding HUD’s environmental review process and all environmental laws and authorities addressed in this system. Responsible Entities are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with all relevant environmental laws and authorities. HEROS users remain responsible for ensuring that their environmental review records are accurate and complete.

My Tiered Reviews as depicted in Figure 3 should by default be sorted with the most updated reviews on top, whereas the action of assigning a review is considered an update to the review and therefore would be displayed first in the set of reviews.

The following columns will be displayed from left to right:

* Select
* Name of Project
* City (from screen 1220 – Tiered Review: Project Summary)
* State
* Level of Review
* Status
* Mitigation Status
* Last Updated (Date/Time) in chronological order
* Assigned to (User Name)
* ER ID
* Generate ERR
* Cancel (not applicable for reviews in “Completed” or “Completed, conditioned on mitigation” status
* Reopen (this will change the status of the review to “In Progress”)
* Part 50/58
* Complete (from "Certify" checkbox on Screen 7000)

The Last Updated fields should be only updated if a user edits the review and saves the changes or if a review has been assigned.

Typing into the empty column headers will narrow the dashboard display down based on the data entered. Meaning typing “demo” into the [Name of Project] will display only those ERs that contain the word “demo” in the project name. As another example typing “VA” into the [State] field will display all reviews in Virginia. Using the arrows next to the column names will sort on that column ascending or descending. When sorting by state, in progress reviews with States of “N/A” will be displayed at the end. Note that even if the user does not hit [Enter], the system will start narrowing the results down as soon as the user starts typing. The user can hit [Enter] if he chooses to do so.

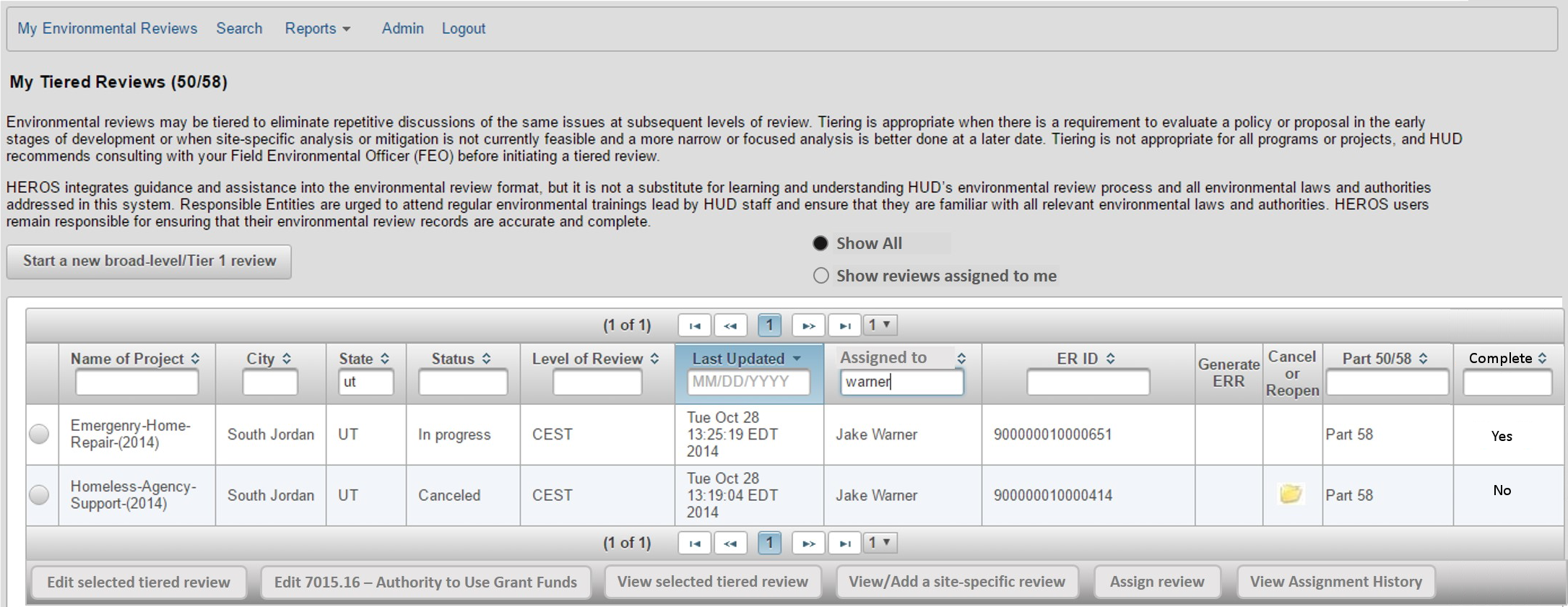


Figure 3- HEROS Dashboard for Tiered Reviews

Possible actions based on assigned user privileges are:

1. Start a new broad-level/Tier 1 review.
2. Assign a review

Note that this option will be only available to the current assigned user of the review as well as admin users with privileges for that review (Admin Users for the RE and HUD Admin users with privileges on the review).

1. Edit an existing review by clicking the desired ER ID and selecting [Edit selected tiered review].

Note that this option will be only available to the current assigned user of the review as well as admin users with privileges for that review

1. View an existing review by clicking the desired ER ID and selecting [View selected tiered review].
2. View the assignment history of a review by clicking the desired ER ID and selecting [View Assignment History]
3. For all review types except EIS with status of: completed; completed, conditioned on mitigation and FOSI reviews only: Generate Environmental Review Record.
4. Cancel a project. Only available if the review has not been completed yet.
5. Reopen a canceled project. This will change the status of the review to “In Progress”.

The following button should be above the list of existing ERs and does not require the user to first select a review:

[Start a new broad level / Tier 1 review]: the user will be sent to the tiering track starting at screen **1101 – Review Type** followed by screen **1105 – Tiered Review: Initial Screen** and then screen **1210 –Tiered Review: Level of Review (58)** or **1215 – Tiered Review: Level of Review (50)**.

The following items should be buttons below the list of existing ERs and will require the user to first select a review prior to taking action. The availability of the buttons depends on the users privileges.

1. [Edit selected tiered review] - this will route the user to screen **1105 – Initial Screen** of that review.
2. [Edit 7015.16 – Authority to User Grant Funds] (grayed out for Part 50 reviews) - this will route the user to screen **7015.16 – Authority to Use Grant Funds** of that review.
3. [View selected tiered review] - this will route the user to screen **1105 – Initial Screen** of that review.
4. [View/Add a site-specific review] will send the user to **1240 – Site-Specific or Second Tier Reviews** for that review. A site-specific/Tier II review can be added for any Tier I review no matter the status.

The [View/Add a site-specific review] button is dependent on the user role and should be enabled only in the following cases:

* 1. Part 58 RE (View and Edit)
  2. Part 58 HUD (View only)
  3. Part 50 HUD (View and Edit)
  4. Part 58 State (View and Edit)

1. [Assign Review] - will display screen **1024 – Assign Review**
2. [View Assignment History] will display screen **1026 – Assignment History**

Range of Values for Mitigation Status column:

1. N/A (for reviews which do not require mitigation)
2. Mitigation Completed (if all mitigation measures on screen 7000 are checked off)
3. Mitigation Open (if one or more mitigation measures on screen 7000 are not checked off)

If a user cancels a project from the Dashboard he will be sent to screen **1021 – Cancel Review** and the information should be appended to the review. Canceled projects should not be deleted from the system but kept and be displayed with a status of “Canceled”. Users should be able to reopen canceled reviews, as they can do for non-tiered reviews.

## 1070 – Search Projects (50/58)

Business Rules:

This screen will only be available for HUD Staff users.

Once the user enters the search criteria the screen will list all the reviews that match the selected criteria.

The reviews that fit the search criteria should appear in the same chart format as in screens **1020 – My Environmental Reviews** and **1030 – My Tiered Reviews**, with options to edit, view or assign the review and to view the selected review’s assignment history by first selecting the radio button next to the review and then clicking on the respective buttons at the bottom of the screen.

The search screen as depicted in Figure 4 will have the following columns from left to right:

* Select
* ER ID
* Name of Project
* Location with City and State (from screens screen **1125 - Project Summary** or **1220 – Tiered Review: Project Summary)**
* Status
* Level of Review
* Last Updated (Date/Time and User ID)

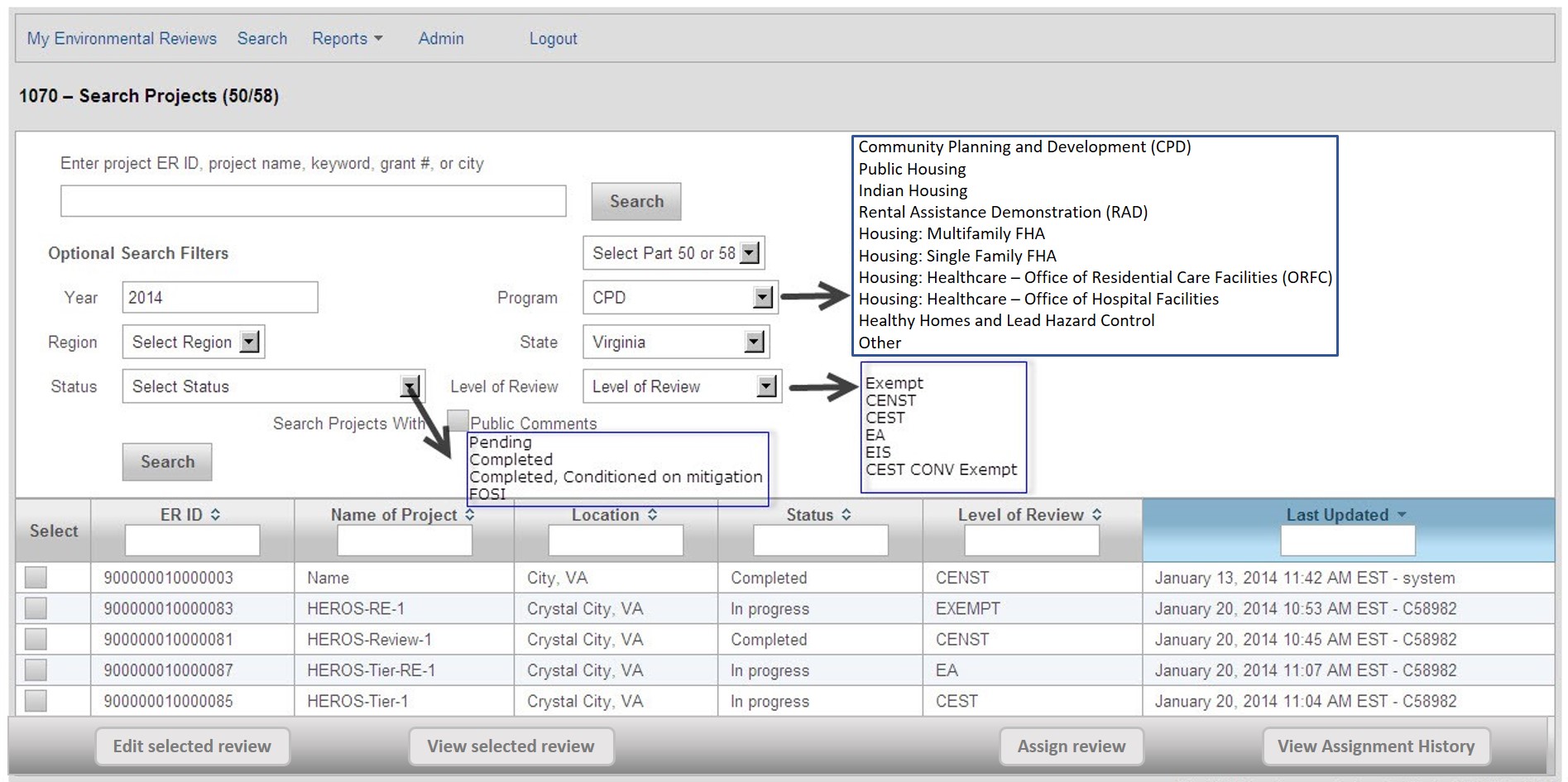


Figure 4- Search Reviews

The top search box allows the user to enter search strings for the following options: search for ER ID (system generated), project name (as entered on screen **1105 – Initial Screen**), keyword (as entered on screen **1125 – Project Summary**, field project description), grant # (**1105 – Initial Screen,** field Grant / Program Number), city (**1125 – Project Summary** or **1220 – Tiered Review: Project Summary**, field project city).

Users should be able to search on any combination of criteria above. They should be able to take the following actions:

* Enter text in just the first box and press [Search],
* Leave the first field blank and specify one or multiple search filters, or
* Enter text in the first box and specify one or multiple search filters. The system will perform the search in the following sequence: 1) it will find any records whose ER ID, or Project Name, or Project Description, or Grant Number, or Grantee Name, or City values match the entry on the top search box, and then 2) it will filter out any of the records it had previously found that do not also contain any values specified in any of the optional search filters.
* Any combination of the above

Users should be able to further filter or sort reviews by Part 50 or Part 58 after they first narrowed down the review by the above described search features.

Once the table with the search results is displayed the users will be able to further sort the results by using the arrows next to the table column names. The user can then also use the radio button in the [Select] column to either [Edit] or [View] the desired review.

The [Program] comes from screen **1105 – Initial Screen** in the “HUD Funding Source” chart in the “HUD Program” column. (The options are: Community Planning and Development (CPD), Public Housing, Indian Housing, Rental Assistance Demonstration (RAD), Housing: Multifamily FHA, Housing: Single Family FHA, Housing: Healthcare – Office of Residential Care Facilities (ORFC), Housing: Healthcare – Office of Hospital Facilities, Healthy Homes and Lead Hazard Control, or Other.)

The [State] list will be displayed in alphabetic order, where in progress reviews with States of “N/A” will be displayed at the end.

To conduct a search by Region, the system can use a project’s state to determine its region. Refer to the map of HUD’s regions at <http://www.huduser.org/portal/pdf/orgchart/Region_map.pdf> to see which states are in each region.

The buttons below the list of displayed ERs based on the search results will require the user to first select a review prior to taking action. The availability of the buttons depends on the users privileges:

1. [Edit selected environmental review] - this will route the user to screen **1105 – Initial Screen** of that review.

Note that this option will only be available to the current assigned user of the review as well as admin users with privileges for that review

1. [View selected environmental review ] - this will route the user to screen **1105 – Initial Screen** of that review.
2. [Assign Review] - will display screen **1024 – Assign Review**

Note that this option will be only available to the current assigned user of the review as well as admin users with privileges for that review (Admin Users for the RE and HUD Admin users with privileges on the review).

1. [View Assignment History] will display screen **1026 – Assignment History**

# 1100 - Initial Screens

## 1101 – Review Type (50/58) 🗹

Business Rules:

When the user selects [Start a New Environmental Review] in the dashboard screens **1020 – My Environmental Reviews** or **1030 – My Tiered Reviews** Dashboard he will first get to screen **1101 – Review Type** asking for selection of Review Type.

Do you want to start a review under Part 50 or Part 58?

* Part 58 (when states, cities, tribes, or units of local government assume HUD's environmental review responsibilities)
* Part 50 (when HUD staff is responsible for completion of the environmental review)

**Cancel**

**Save and Continue**

Business Rules:

HUD users will only be able to start Part 50 reviews, RE users will only be able to start Part 58 reviews.

Partner users can start Part 50 and Part 58 reviews, based on the association of the Partner Organization they belong to, the privileges the Partner Organization has and how they are logged in.

If a Partner Organization is associated with both HUD and RE and therefore has both Part 50 and Part 58 privileges the user still has to choose at the log in page if he is logging in as Partner associated with HUD or Partner associated with RE. Based on that selection he can either start a Part 50 or a Part 58 review during that session, but never both.

The review is categorized as either Part 50 or Part 58 depending on the selection made.

[Save and Continue] will only be available after the users choses the review type and then routes all users to screen **1105 – Initial Screen**. As soon as the review is created at this point it is automatically assigned to the user that created the review.

[Cancel] either returns the user to Dashboard **1020 – My Environmental Reviews** or Dashboard **1030 – My Tiered Reviews**, depending on which Review track the user was in.

## 1105 - Initial Screen (50/58) 🗹

Business Rules:

At top of the screen, the user should see when and by whom the review was originally created.

The system should automatically generate this statement. The first time a review is generated, this would show the users name and the current date. After that, any user accessing the record would be able to see the date and user from when the review was originally created.

Project Name field has a character limit of 60 characters. The system should not allow for project names with an underscore.

The user will have several options in a pull-down menu in the second column (“HUD Program”) (the left column in table below). Depending on the user’s response in the “HUD Program” column, the User will have different options in the pull-down menu in the third column (the right column in the table below).

The “HUD Program” and “Program Name” selection also drives system options in other screens, meaning only specific items will apply to specific Programs.

| **HUD Program** | **Program Name** |
| --- | --- |
| Community Planning and Development (CPD) | * Community Development Block Grants (CDBG) (Entitlement) * Community Development Block Grant CARES Act (CDBG-CV) * Community Development Block Grant Mitigation (CDBG-MIT) * Community Development Block Grants (Non-Entitlement) for States and Small Cities * Community Development Block Grants (Section 108 Loan Guarantee) * Community Development Block Grants (Disaster Recovery Assistance) * Community Development Block Grants for Insular Areas * Community Development Block Grants (Rural Innovation Fund) * HOME Program * HOME American Rescue Plan (HOME-ARP)~~HOME-ARP~~ * Emergency Solutions Grants (ESG) Program * Emergency Solutions Grants CARES Act (ESG-CV) * Surplus Property for Use to Assist the Homeless (Title V) * Continuum of Care Program * Rural Housing Stability Assistance Program * Community Project Funding (CPF) Grants * Self-Help Homeownership Opportunity Program (SHOP) * Capacity Building for Community Development and Affordable Housing * Housing Opportunities for Persons With AIDS (HOPWA) * Housing Opportunities for Persons with AIDS CARES Act (HOPWA-CV) * Neighborhood Stabilization Program * Community Challenge Grants * Pay for Success * Veterans Housing Rehabilitation and Modification Pilot Program (VHRMP) * Other CPD Program |
| Public Housing | * Housing Choice Voucher Program * Homeownership Voucher Assistance * Project-Based Voucher Program * Public Housing Operating Fund * Public Housing Capital Fund (including CFFP and other grants) * HOPE VI * Choice Neighborhoods * Public Housing Homeownership (Section 32) * MTW Block Grant   + Other Public Housing Program |
| Indian Housing | * Indian Community Development Block Grant (ICDBG) Program * Indian Community Development Block Grant CARES Act (ICDBG-CARES) * Indian Community Development Block Grant American Rescue Plan (ICDBG-ARP) * Indian Housing Block Grant (IHBG) Program * Indian Housing Block Grant CARES Act (IHBG-CARES) * Indian Housing Block Grant American Rescue Plan (IHBG-ARP) * Tribal HUD VASH Program * Title VI Loan Guarantee Program * Section 184 Loan Guarantee Program * Native Hawaiian Housing Block Grant Program * Section 184A Loan Guarantee Program * Other ONAP Program |
| Rental Assistance Demonstration (RAD) | [Program Name should be grayed out, and the user will not have to select any program name] |
| Housing: Multifamily FHA | * Section 221(d)(4). Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - profit-motivated sponsors * Section 221(d)(3). Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - public, nonprofit, and cooperative mortgagors * Section 223(f). Mortgage Insurance for the purchase or refinancing of existing apartment projects * Section 223(a)(7). Mortgage Insurance Refinance of existing HUD-Insured Multifamily Rental Housing * ~~Section 202. Supportive Housing for the Elderly~~ * ~~Section 811. Supportive Housing for Persons with Disabilities~~ * Section 231. Mortgage Insurance for Rental Housing for the Elderly * Section 241(a). Mortgage Insurance for Supplemental Loans for Multifamily Projects * Section 247. Insured Mortgages on Hawaiian Home Lands * Section 248. Mortgage Insurance Programs on Indian Reservations and Other Restricted Lands * Section 542(c). Multifamily Mortgage Risk-Sharing Programs with Housing Finance Agencies * Section 542(b). Multifamily Mortgage Risk-Sharing Programs with Qualified Participating Entities * ~~Section 8. Renewals of Section 8 contracts with capital improvements~~ * ~~Section 8(b)(b). Transfer of Project Based Section 8~~ * Section 207. Mortgage Insurance for Manufactured Home Parks * Section 213. Mortgage Insurance for Cooperative Housing * Section 220. Mortgage Insurance for Rental Housing for Urban Renewal and Concentrated Development Areas * Other Multifamily FHA Program |
| Housing: Multifamily Supportive Housing | * Section 202. Supportive Housing for the Elderly * Section 811. Supportive Housing for Persons with Disabilities * Other Multifamily Supportive Housing Program |
| Housing: Multifamily Asset Management | * Section 8. Renewals of Section 8 contracts with capital improvements * Section 8(b)(b). Transfer of Project Based Section 8 * Other Multifamily Asset Management Program |
| Housing: Single Family FHA | * Section 203(b). Mortgage Insurance for One- to Four-Family Homes * Section 203(k). Rehab Mortgage Insurance * Section 234(d) Mortgage Insurance for Construction or Substantial Rehabilitation of Condominium Projects * Section 204(g). Single Family Property Disposition Program * Other Single Family FHA Program |
| Housing: Healthcare – Office of Residential Care Facilities (ORCF) - - Office | * Section 232 New Construction. Mortgage Insurance for Loans for the new construction of residential care facilities * Section 232 Substantial Rehabilitation. Mortgage Insurance for the purchase or refinancing of existing residential care facilities which includes the funding of repairs meeting the definition of substantial rehabilitation. * Section 232/223(f). Mortgage Insurance for the purchase or refinancing of existing residential care facilities. * Section 232/223(a)(7). Mortgage Insurance refinance of existing HUD-Insured residential care facilities. * Section 232/241(a) Mortgage insurance for residential care facilities with FHA insured first mortgages seeking to make repairs, additions, and improvements * Section 223(d) Mortgage insurance on operating loss loans for residential care facilities with FHA insured first mortgages * Section 232(i) Mortgage insurance on loans for fire safety equipment installation, with or without an existing FHA loan. * Section 232 Blended Rate. Mortgage insurance for residential care facilities with the combination of a refinance and a construction loan * Other ORCF Program |
| Housing: Healthcare – Office of Hospital Facilities | * Section 242. New Construction. Mortgage Insurance for Hospitals * Section 242. Substantial rehabilitation. Mortgage Insurance for Hospitals * Section 242/223(f). Mortgage Insurance for the purchase or refinancing of existing hospital facilities. * Section 242/223(a)(7). Mortgage Insurance refinance of Existing HUD-Insured hospital facilities. * Section 242/241(a). Mortgage Insurance for Supplemental construction loans or additions. * Other Hospital Facilities Program |
| Healthy Homes and Lead Hazard Control | [Program Name should be grayed out, and the user will not have to select any program name] |
| Housing: Green and Resilient Retrofit Program (GRRP) | * Green and Resilient Retrofit Program (GRRP) |
| Department of Treasury | * State and Local Fiscal Recovery Funds (SLFRF) |
| Other | [User given textbox to write in Program name] Note that due to a limitation in OLAP, if a user types in “N/A” here, it will be converted to “N/A “ (notice the extra space) before saving. |

The table can have up to 8 Grant numbers, the first row must be filled out, all others are optional.

If the user indicates this screen that the project anticipates the use of Federal funds or assistance from another agency then screen **1365 – Cooperating Agency** will have to be filled out later.

If the user clicks on [Save and Continue] and has not entered all required values the system will alert the user that he needs to address all required fields prior to moving on by scrolling to the top of the screen where all required fields that need to be addressed are listed. The system will prevent the user from moving on until all required fields have been addressed.

If the user clicks on [Save and Continue] and has selected either “Healthcare – Office of Residential Care Facilities (ORCF)” for the HUD Program, or has selected “Healthcare – Office of Hospital Facilities” for the HUD Program, or has selected “Housing: Multifamily FHA” as the HUD Program and any of these for the Program Name:

* Section 221(d)(4). Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - profit-motivated sponsors
* Section 223(f). Mortgage Insurance for the purchase or refinancing of existing apartment projects
* Section 223(a)(7). Mortgage Insurance Refinance of existing HUD-Insured Multifamily Rental Housing
* Section 231. Mortgage Insurance for Rental Housing for the Elderly
* Section 241(a). Mortgage Insurance for Supplemental Loans for Multifamily Projects
* Section 213. Mortgage Insurance for Cooperative Housing
* Section 220. Mortgage Insurance for Rental Housing for Urban Renewal and Concentrated Development Areas

Then the “Was the Section 106 Lender Delegation Memo used for Section 106 consultation?” checkbox will be shown on screen 2050 – Historic Preservation. If none of the above were selected when the user clicked [Save and Continue], then the value for the checkbox in question will be reset to unchecked, and not shown on screen 2050 – Historic Preservation.

Selecting [Save and Continue]] routes user to one of the following screens:

* If this is not a tiered review, and the user selected one or more CPD programs in the funding source table, user is routed to screen **1120 – Sensitive Information**.
* If this is not a tiered review, and the user did not select any CPD programs in the funding source table, user is routed to screen **1125 – Project Summary**.
* If this is a part 58 tiered review, the user is routed to screen **1210 – Tiered Review: Level of Review (58)**.
* If this is a part 50 tiered review, the user is routed to screen **1215 – Tiered Review: Level of Review (50)**.

[Cancel] will return to Screen **1020 – My Environmental Reviews**

Once the user saves the review the Project Name entered on this screen will be displayed at the top of every screen within the review. At the point of saving the state information will be set to “N/A” as the state to allow the user to search for the reviews.

Note that the Funding Amount column shown in the Funding Source table is not currently tied to the **Estimated Total HUD Funded, Assisted, or Insured Amount($)** nor the **Estimated Total Project Cost($)** fields in any way.

**Environmental Review Record created on [date created] by [name of user]**.

\*Indicates that field is required

Text Box for Project Name

\***Project Name[[3]](#footnote-5)**:

\***HUD Funding Source**:

Include *only* funding sources for which this review will fulfill HUD’s environmental review requirements. Do not include funding sources that will require a separate environmental review (e.g. if this project receives funding from both Part 50 and Part 58 programs).

|  |  |  |  |
| --- | --- | --- | --- |
| **Grant / Project Identification Number** | **HUD Program** | **Program Name** | **Funding Amount** |
| Text Box for entry | Community Planning and Development (CPD) | Select or Type Program Name | Text Box for entry |
| Text Box for entry | Public Housing | Select or Type Program Name | Text Box for entry |
|  |  |  |  |
| ….. more entries |  |  |  |

\* **Estimated Total HUD Funded, Assisted, or Insured Amount($):**

$$$ Amount

$$$ Amount

\* **Estimated Total Project Cost($):**

This may be the same as the total HUD-funded, assisted, or insured amount.

\* **Does this project anticipate the use of Federal funds or assistance from another agency in addition to HUD?**

* No
* Yes

If yes:

Explain:

Text Box (optional)

If review is part 50, hide the following section

Text box for optional Identifier

**State / Local Identifier [optional][[4]](#footnote-6):**

The next question “Is this project funded …” will be hidden and defaulted to [No].

\* **Responsible Entity (RE) Information:**

This should continue to autofill based on the RE selected in the log-in screen.

Name:

Address (Street, City, State, Zip Code):

\* **RE Preparer Information:** [regular textboxes]

Name:

**Certifying Officer Information** (not required for exempt or CENST projects):

Name:

**Grant Recipient Information** (if different than Responsible Entity):

Complete this section only if the grant recipient is not acting as the Responsible Entity.

Name of Organization:

 PHA Code:

Display PHA code box only if there is an actual PHA code. The PHA code is a read only field and cannot be edited by the user.

To select the name of organization, there will be a pulldown list with all Partner Organizations associated with the RE, as well as the options “Other” and “None”, with the default being “None”. This applies to a user logged in as an RE as well as a user logged in as a Partner associated with an RE.

If the User selects “Other,” they will be given a textbox to enter the name of the Organization.

If the organization has a PHA code, there will be a PHA code displayed and also included in output.

Name of Point of Contact:

**Consultant Information:**

Complete this section only if you represent a consultant firm or other contractor assisting with the environmental review.

Name of Firm:

To select name of organization, there will be a pulldown list with all Partner Organizations associated with the RE, as well as the options “Other” and “None”, with the default being “None”. This applies to a user logged in as an RE as well as a user logged in as a Partner associated with an RE.

If the User selects “Other,” they will be given a textbox to enter the name of the Organization.

Name of Preparer:

40 CFR 1506.5(b)(4): The lead agency or, where appropriate, a cooperating agency shall prepare a disclosure statement for the contractor's execution specifying that the contractor has no financial or other interest in the outcome of the action. Such statement need not include privileged or confidential trade secrets or other confidential business information.

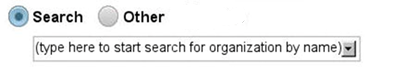
* As a preparer, I have no financial or other interest in the outcome of the undertaking assessed in this environmental review.

If review is part 58, hide the following section

\***Does this project involve over 200 lots, dwelling units, or beds?**

* No
* Yes (Consult early with the Environmental Clearance Officer (ECO), who is required to sign off on this project if it requires an Environmental Assessment).

\* **Applicant/Grant Recipient Information**

Name of Organization:  PHA Code:

Display PHA code box only if there is an actual PHA code. The PHA code is a read only field and cannot be edited by the user.

To select name of organization, the User will have 2 options: “Search” and “Other” with the default being “Other”.

If the organization is a Partner Organization in HEROS, they should search for it using a search similar to the search for organizations in the Admin section.

The search can be done by filling in either of the fields and pressing [Search] or by filling in a combination of fields. The user should be able to enter any part of the organization name, regardless of lower or upper case, to get results. For example “North” would display in the results section “City of North Pole”, “North Dakota”….

If the organization does not exist in HEROS, they will select “Other” (and enter the name of the organization in a textbox).

If the organization has a PHA code, show that here and include in output.

Name of Point of Contact:

\***HUD Preparer Information:**

Name:

**Consultant Information:**

Complete this section only if you represent a consultant firm or other contractor assisting with the environmental review.

Name of Consulting Firm: [regular textbox]

Name of Point of Contact: [regular textbox]

40 CFR 1506.5(b)(4): The lead agency or, where appropriate, a cooperating agency shall prepare a disclosure statement for the contractor's execution specifying that the contractor has no financial or other interest in the outcome of the action. Such statement need not include privileged or confidential trade secrets or other confidential business information.

* As a preparer, I have no financial or other interest in the outcome of the undertaking assessed in this environmental review.

**Cancel**

**Save and Continue**

## 1120 – Sensitive Information (50/58) 🗹

No change from part 58 version

Business Rules:

* If the user indicates that the project is not sensitive the next screen will be **1125 – Project Summary.**
* If the user indicates that the project is sensitive, the next screen will be **1122 – Sensitive Information Guidance**, followed by **1125 – Project Summary**.
* If the user selects [Save and Go Back] they will return to screen **1105 – Initial Screen**.

While it is important that HUD assistance undergo the requisite environmental review and transparency requirements, it is equally important that information that may endanger certain types of projects, such as domestic violence shelters, is not publicly disclosed. To reduce the risk of violence or other harm at sensitive sites undergoing environmental review compliance for the use of HUD assistance, HUD has implemented certain preventative measures.

If the nature of this project should be kept confidential, indicate that fact here.

* This project type is not sensitive and need not be kept confidential.
* This project type is sensitive and must be kept confidential.

**Save and Continue**

**Save and Go Back**

## 1122 – Sensitive Information Guidance (50/58) 🗹

No change from part 58 version

**Keep the following guidance in mind throughout the remainder of the environmental review process:**

Disclose neither the street address of a shelter nor the services provided by the facility in cases where HUD regulations require a confidentiality provision or where the operator of the domestic violence facility proposed for HUD assistance requests to refrain from public disclosure of such information.

The environmental review record and all notices may refer to a “public facility” but need not specify the exact nature of the project. The project description should use the name of the HUD program (for example, Supportive Housing Program Grant, or EDI-Special Purpose Grant) providing the assistance in lieu of the name of the shelter or services that it provides. The project description should use the generic terms (if applicable) such as building improvements and services, or construction. The land use should use applicable generic terms (i.e., public, mixed, office, or residential use). These limits on information disclosure would meet the spirit of the public notification requirements without endangering prospective clients and beneficiaries. If interagency consultation is required, such as in historic preservation, special arrangement for confidentiality should be made between the Responsible Entity and the State/Tribal Historic Preservation Office to accommodate the operator's request in a flexible way.

When address is requested (**as in the screen immediately following this one**), provide an alternative address, such as the address of your city hall or nonprofit in lieu of the exact location of the project. If someone needs the precise address of a HUD-funded project in order to respond to the environmental notice, the person may visit the environmental review office to review it.

To maintain a degree of privacy does not mean a diminution of the environmental review responsibility. The same level of technical analysis and performance of environmental review requirements must be achieved in compliance with HUD environmental regulations.

**Confidentiality Plan:**

Explain why the project use is sensitive and how you will protect its sensitive nature throughout the environmental review. Note that all information entered into *this box only* will be kept confidential and not released as part of the environmental review record:

Long Narrative box for user input

From this point on, do not enter any sensitive information into HEROS unless specifically instructed to do so. The text and documents entered into HEROS will become the project’s environmental review record and will be posted on the HUD website.

**Save and Continue**

**Save and Go Back**

Business Rules:

After user clicks [Save and Continue] he will be sent to **1125 – Project Summary (50/58)**.

[Save and Go Back] should return to **1120 – Sensitive Information**.

## 1125 - Project Summary (50/58) 🗹

Business Rules:

The project location information needs to be validated for geo-coding. This will be achieved by clicking the [Validate] button next to the Project Location after entry.

If the user selects any activity other than “Soft Costs,” the last two questions should be displayed.

If the user selects “Soft Costs” only, NO further questions are displayed on the project summary screens, and the next screen (**1311 – Level of Review (58)** or **1315 – Level of Review (50)**) will be displayed when the user selects [Save and Continue].

If the user selects “Soft Costs” as an activity in addition to any other activity, a pop-up screen will be displayed with the “Notice of planning cost availability” displayed.

**Notice of planning cost availability**:

Note that planning costs can be received in advance of an environmental assessment.

To expedite receipt of planning costs, complete a separate environmental review for any planning costs you wish to finance immediately. You may then complete a second environmental review for the remaining project costs.

**OK**

The selection of “Planned use of the affected property…”should allow for multiple items being selected.

The user has to either close the pop-up or select [OK] on the pop-up prior to being able to move on to the next set of questions on the Project Summary screen.

**\*Description of the Proposed Project [24 CFR 50.21; 24 CFR 58.32; 40 CFR 1508.25]:**

Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions which logically are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership.

If there is not enough space below, or if there are additional documents required to supplement this review, upload them below.

Long Narrative text box for project description. [Mandatory]

If the project is funded by a public housing program, meaning the user selected “Public Housing” as HUD Program (as indicated on the funding sources chart on screen 1105) display the following: (Both of these questions are optional)

**Enter the AMP or AMPs, if any, covered in this review:**

5 separate text boxes for entering AMPs with validation that the AMPs are in the proper format, meaning a 11-digit code.

**Does this review cover a full or partial AMP?** Only one of the three selections can be made at a time. By default no selection is made.

* Full AMP
* Partial AMP
* N/A

\***Project Location**

Provide a street address or intersection for your project and validate the address using the button below. If the project location is sensitive, you may provide an alternative address, such as the address of your city hall or nonprofit in lieu of the exact location of the project. **If you cannot validate the address now, be sure to do so before completing the review.**

If the project affects a large area, such as an infrastructure or community services project, select a representative address and describe the project location in a narrative in the provided textbox.

Attach a map or photographs from a site visit in addition to a text description if appropriate.

Street: \*City:

\*State: Zip:

**Validate Address**

Text Box for additional location information with up to 4,000 characters allowed.

Upload additional documents, such as maps, photographs, or supplementary project description documentation here: [Optional map or photograph upload]

**Field Inspection** [Optional]

If a site visit was conducted, complete the following section.

**Inspector Information:**

Name: Date of Inspection:

Title:

Upload any photographs or other documentation here:

File Upload:

**What activities are involved in the project? (Check all that apply.)**

* Acquisition (including refinance) of real property
* Leasing[[5]](#footnote-7)
* **Maintenance[[6]](#footnote-8)**
* Repair/Improvement/Rehabilitation
* New construction/Reconstruction
* Demolition
* Disposition
* Removal of architectural barriers
* **“Soft costs”**[[7]](#footnote-9) or other non-physical activities (e.g. planning, services, administration, predevelopment costs)

**Will the project require or lead to a change in land use of the affected property (e.g. from non-residential to residential, commercial to industrial, or from one industrial use to another)?**

* Yes
* No

**What is the planned use of the affected property (after completion of the project)?**

* Vacant land
* Public facility
* Residential building(s)[[8]](#footnote-10)
  + Single family
  + Multifamily
* Nonresidential building(s)

**Save and Continue**

**Save**

**Save and Go Back**

Business Rules:

Selecting [Save] will save the currently entered data on the screen and not navigate away from the screen. The system will not fill any selections into the radio buttons, checkboxes or text fields.

Clicking on [Save and Continue] or on [Save and Go Back], if there are still required fields with no data entered, will alert the user that he needs to address required fields prior to moving on and will prevent the user from moving on until these fields have been filled in.

The message containing what fields need to be filled in will be displayed at the top of the screen and the screen will automatically scroll up to the top of the screen.

Once all required fields are replaced the following navigation will take place:

For part 58 reviews, [Save and Continue] routes user to **1311 – Level of Review (58)**.

For part 50 reviews, [Save and Continue] routes user to **1315 – Level of Review (50)**.

[Save and Go Back] routes user to **1105 – Initial Screen**.

The answers to question 3 in **1125 – Project Summary** also drive which section in screen **2075 – Contamination and Toxics** needs to be addressed:

* Non-housing projects (who do not list Housing in the dropdown as the HUD Program on screen **1105 – Initial Screen**) who indicated project concerns ONLY single family residential properties (**Question 3 – 1125 – Project Summary**) should be shown screen **2077 – Contamination and Toxic Substances** only
* All other cases will be shown in screen **2076 – Contamination and Toxic Substances** only.

## 1161 - Reevaluation of a Completed Review (58)

Business Rules:

Reevaluation should function much like screen **7000 - Mitigation Follow-up**. Once a review is in the “Complete” or “Complete, conditioned on mitigation” status, a user returning to it will see “Reevaluation” on the side menu. This will not be a separate review, but rather just an add-on to the existing completed review. The status of the review does not change in this case.

In the following cases Re-evaluation is not applicable:

* If a Part 50 review has been converted to EIS.
* If a non-tiered Part 58 review has been converted to EIS.

Complete this screen only if reevaluating a completed environmental review.

The environmental findings of a completed environmental review must be reevaluated to determine if the original findings are still valid for any of the three scenarios below:

1. Substantial changes in the nature, magnitude, or extent of the project, including adding new activities not anticipated in the original scope of the project are proposed.
2. There are new circumstances and environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions discovered during the implementation of the project, or
3. The selection of an alternative not in the original finding is proposed.

Review the information from the original review and update as necessary for the reevaluation.

Are the original **findings**[[9]](#footnote-11) still valid?

* Yes
* No

Provide a statement or attach a memo documenting your compliance: [Optional upload]

Optional Text Box for statement

**Save and Continue**

Based on the answer to the “original findings” question a pop-up screen will be displayed with the appropriate guidance notice for the user to acknowledge by clicking on [OK].

This will be the trigger for Reporting, based on the users’ selection of “Yes” or “No”.

Guidance Notice for “Yes”:

**Guidance Notice:**

The reevaluation is complete. A new RROF is not required. For Environmental Assessments, if a FONSI notice has already been published, no further publication of a FONSI notice is required.

**OK**

Guidance Notice for “No”:

**Guidance Notice:**

Prepare a new Environmental Assessment or Environmental Impact Statement. A new FONSI or FOSI notice is necessary for the new review. Contact your HUD field environmental officer for guidance on how to proceed.

**OK**

After the user clicks [OK] on either Guidance Notice, the user is sent to screen **6600 – Complete and Archive Review** with the following exception:

Exempt and CENST projects should be routed back to **1020 – My Environmental Reviews**, not **6600 – Complete and Archive Review**, after pressing [Save and Continue].

Updates to this screen will be captured in the output going forward, and the user can update the archived website copy through screen **6600 – Complete and Archive Review**.

## 1162 - Reevaluation of a Completed Review (50) 🗹

Business Rules:

Once a review is in the “Complete” or “Complete, conditioned on mitigation” status, a user returning to it will see “Reevaluation” on the side menu. This will not be a separate review, but rather just an add-on to the existing completed review. The status of the review does not change in this case.

Complete this screen only if reevaluating a completed environmental review.

The environmental review must be reevaluated and updated when the basis for the original environmental or compliance findings is affected by a major change requiring HUD approval in the nature, magnitude or extent of a project and the project is not yet complete. A change only in the amount of financing or mortgage insurance involved does not normally require the environmental review to be reevaluated or updated (24 CFR 50.36).

Review the information from the original review and update as necessary for the reevaluation.

Provide a statement or attach a memo documenting compliance after reevaluation: [Optional upload]

Optional Text Box for statement

**Save and Continue**

After the user clicks [Save and Continue], the user is sent to screen **6600 – Complete and Archive Review**, with the exception of CENST reviews that should be routed to screen **1020 – My Environmental Reviews** instead.

Updates to this screen will be captured in the output going forward, and the user can update the archived website copy through **6600 – Complete and Archive Review**.

# 1200 – Tiering

Business Rules:

There are two paths available for tiered reviews:

* Tiered Review Walkthrough
* Tiered Review Upload (Uploading a completed Tiered Review)

When the user selects [Start a new broad level / Tier 1 review] in screen **1030 – My Tiered Reviews** he will first get to screen **1101- Review Type** asking for selection of Review Type. Following screen **1101 – Review Type**, he will be routed to screen **1105 – Initial Screen**.

From screen **1105 – Review Type**, part 58 reviews will be routed to screen **1210 – Tiered Review: Level of Review (58)**. Part 50 reviews will be routed to screen **1215 – Tiered Review: Level of Review (50)**.

## 1210 - Tiered Review: Level of Review (58)

What level of review is required by the scope of the project?

Select the level of review

**Select the applicable CEST Citation(s):**

<http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr58.35.pdf>

50.35(a)(1)

50.35(a)(2)

50.35(a)(3)

50.35(a)(4)

50.35(a)(5)

**Save and Continue**

**Save and Go Back**

Business Rules:

[Save and Go Back] routes the user to screen **1105 – Initial Screen**.

[Save and Continue] routes the user to screen **1220 – Tiered Review: Project Summary**.

Depending on the drop-down selection for level of review the next screen will be displayed with the appropriate action for the user to take. The full tiering navigation is listed below as well as in each screen section.

**CEST Tiered Review Navigation:**

If [“Categorical exclusion subject to the Federal laws and authorities cited in § 58.5 (CEST)“] is selected in the level of review drop-down, the user will also have to select in the second drop-down the applicable CEST citations. This is a multiple choice selection.

* Following this screen, the user will be sent to screen **1220 –Tiered Review: Project Summary**.
* Following **1220 – Tiered Review: Project Summary**, the user will go to screen **1251 –Tiered Review: Related Laws and Authorities.**
* Following **1251 –Tiered Review: Related Laws and Authorities**, the user will go to screen **1252 –Tiered Review: Written Strategy**.
* Following **1252 –Tiered Review: Written Strategy**, the user will go to screen **6215 –CEST Determination** for all RE staff users. Partners would go to screen **6205 – Preparer Notification Screen**.
* Following **6215 – CEST Determination**, the user will go to screen **6220 - Package Screen** and follow the navigation indicated on that screen.

**EA Tiered Review Navigation:**

If [“Environmental Assessment (EA)”] is selected in the level of review drop-down, the user will be sent to screen **1220 –Tiered Review: Project Summary**.

* Following **1220 –Tiered Review – Project Summary**, the user will go to screen **1230 –Tiered Review: EA Upload**.
* Following **1230 –Tiered Review: EA Upload**, the user will go to screen **6220 – Package Screen,** and follow the routing as indicated on that screen.

**EIS Tiered Review:**

If [“Environmental Impact Statement (EIS)”] is selected in the level of review drop-down, the user will be sent to screen **1220 – Tiered Review: Project Summary**.

Following **1220 – Tiered Review: Project Summary**, the user will go to screen **1370 – Environmental Impact Statement**.

Following **1370 – Environmental Impact Statement**, the user will follow the navigation indicated on that screen.

## 1215 – Tiered Review: Level of Review (50) 🗹

**What level of review is required by the scope of the project?**

Select the level of review

Select the applicable citation(s):

50.20(a)(1)

50.20(a)(2)

50.20(a)(3)

50.20(a)(4)

50.20(a)(5)

50.20(a)(6)

**Save and Continue**

**Save and Go Back**

Business Rules:

Level of Review Pull-down options are:

* Categorical exclusion subject to the Federal laws and authorities cited in 24 CFR 50.4 (CEST)
* Environmental Assessment (EA)
* Environmental Impact Statement (EIS)

If “Categorical exclusion subject to the Federal laws and authorities cited in 24 CFR 50.4 (CEST)“ is selected in the level of review drop-down, the user will also have to select check boxes for the applicable CEST citations. This is a multiple choice selection.

[Save and Go Back] routes the user to screen **1105 – Initial Screen**.

[Save and Continue] routes the user to screen **1220 – Tiered Review: Project Summary**.

Depending on the drop-down selection for level of review the next screen will be displayed with the appropriate action for the user to take. The full tiering navigation is listed below as well as in each screen section.

CEST Tiered Review Navigation:

* Following this screen, the user will be sent to screen **1220 –Tiered Review: Project Summary**.
* Following screen **1220 – Tiered Review: Project Summary**, the user will go to screen **1251 –Tiered Review: Related Laws and Authorities**.
* Following **1251 –Tiered Review: Related Laws and Authorities**, the user will go to screen **1252 –Tiered Review: Written Strategy**.
* Following **1252 –Tiered Review: Written Strategy**, the user will go to screen **6215 –CEST Determination** for all RE staff users. Partners would go to screen **6205 – Preparer Notification Screen**.
* Following **6215 – CEST Determination** , the user will go to screen **6220 - Package Screen** and follow the navigation indicated on that screen.

**EA Tiered Review Navigation:**

If [“Environmental Assessment (EA)”] is selected in the level of review drop-down, the user will be sent to screen **1220 –Tiered Review: Project Summary**.

* Following **1220 –Tiered Review – Project Summary**, the user will go to screen **1230 –Tiered Review: Review Upload**.
* Following **1230 –Tiered Review: EA Upload**, the user will go to screen **6220 – Package Screen,** and follow the routing as indicated on that screen. Partners would go to screen **6205 – Preparer Notification Screen**.

EIS Tiered Review:

If [“Environmental Impact Statement (EIS)”] is selected in the level of review drop-down, the user will be sent to screen **1220 – General Tiered Review: Project Summary**.

* Following **1220 – General Tiered Review: Project Summary**, the user will go to screen **1370 – Environmental Impact Statement**.
* Following **1370 – Environmental Impact Statement**, the user will follow the navigation indicated on that screen. Partners would go to screen **6205 – Preparer Notification Screen**.

## 1220 - Tiered Review: Project Summary (50/58) 🗹

Business Rules:

The user is routed to this screen following screen **1210 - Tiered Review: Level of Review (58)** (if part 58) or screen **1215 – Tiered Review: Level of Review (50)** (if part 50).

Drop Down lists for duration and area size are single selection only.

When the user selects “more than one square mile” he also needs to provide narrative justification.

\***Description of the Proposed Project [24 CFR 50.21; 24 CFR 58.32; 40 CFR 1508.25]:**

Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions which logically are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of buildings, and activities to be undertaken. Include details of the physical impacts of the project, including whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has ownership.

If there is not enough space below, or if there are additional documents required to supplement this review, upload them below.

Long Narrative text box for project description.

\***Project Location**

If more than one zip code may be affected, select a representative zip code to validate. **If you cannot validate the location now, be sure to do so before completing the review.** In the Location Information text box specify street addresses and/or geographic boundaries where applications will be accepted or where projects will be selected.

Attach a map or photographs from a site visit in addition to a text description if appropriate.

\*City: \*State:

Zip Code:

**Validate Address**

\* Location Information:

Text Box for additional location information.

Upload additional documents, such as maps, photographs, or supplementary project description documentation: [Optional upload]

**Approximately how large is the project area (geographic area where applications will be accepted or projects will be selected)?**

Please select area size

Explain:

Mandatory Text Box when selecting “more than one square mile” only.

**What activities are involved in the project? (Check all that apply.)**

* Acquisition
* Leasing
* **Maintenance**[[10]](#footnote-12)
* Repair/Improvement/Rehabilitation
* New construction/Reconstruction
* Demolition
* Disposition
* Removal of architectural barriers
* **Soft Costs[[11]](#footnote-13)**

**What length of time does this tiered review cover?**

Please select duration

**What is the maximum number of dwelling units or lots that will be addressed by this tiered review?**

Numerical Entry Field

**Save and Continue**

**Save and Go Back**

Business Rules:

[Save and Go Back] routes to **1210 - Tiered Review: Level of Review (58)** or **1215 – Tiered Review: Level of Review (50)** based on the review being Part 58 or Part 50.

[Save and Continue] provides the following navigation options:

* **CEST** type reviews will be sent to screen **1251 –Tiered Review: Related Laws and Authorities**.
* **EA** type reviews users will be sent to screen **1230 –Tiered Review: Review Upload**.
* **EIS** type reviews will be sent to screen **1370 – Environmental Impact Statement**.

## 1230 - Tiered Review: EA Upload (50/58) 🗹

Business Rules:

The file upload should allow for the upload of a full review as one big scanned document or for separate files.

**Upload your completed Broad Level Reviewhere:**

In the broad level review, identify and evaluate those issues ripe for decision and exclude those issues not relevant to the policy, program, or project under consideration. The broad review should also establish the policy, standard, or process to be followed in the site-specific review.

The Broad Level Review should be completed and include a Finding of No Significant Impact (FONSI) or other determination as appropriate. If a Finding of Significant Impact (FOSI) was made, an Environmental Impact Statement (EIS) is required. Use the side menu to navigate to the Tiered Review: Level of Review screen and change the level of review to EIS.

File Upload:

**Save and Go Back**

**Save and Continue**

[Save and Go Back] routes the user back to screen **1220 – Tiered Review: Project Summary**.

[Save and Continue] sends the user to screen **6220 – Package screen**.

Partners are sent to screen **6205 – Preparer Notification Screen**.

## 1240 - Site-Specific or Tier 2 Reviews (50/58) 🗹

Business Rules:

If the user selects to add a site-specific review in screen **1030 – My Tiered Reviews** he will be sent to this screen based on his user role and access to the reviews based on the following differentiations.

The selected review can be either in view or edit mode with the following restrictions:

* 1. Part 58 RE (View and Edit)
  2. Part 58 HUD (View only)
  3. Part 50 HUD (View and Edit)
  4. Part 58 State (View and Edit)

The ER ID is known at this point already. Each tiered review will be added to the existing review by adding “.T#” to the ER ID as indicated on the dashboard screen.

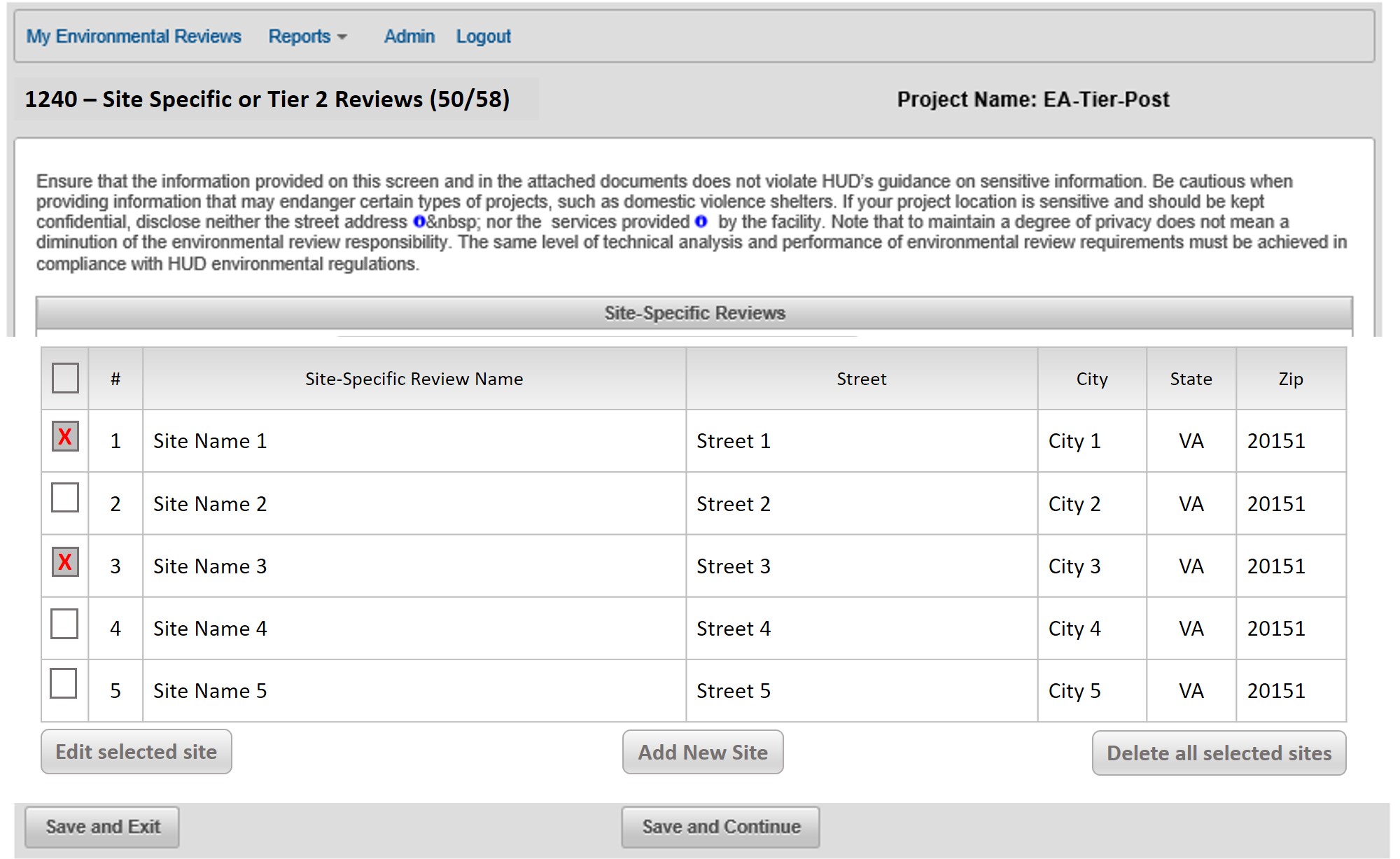
All related reviews are captured in the dashboard under the broad-level review ID with all site-specific reviews being linked per the “.T#” indicator.

The user can add up to 1000 site-specific reviews for each broad-level review.

The screen header will contain the following text, followed by a dashboard like grid:

Ensure that the information provided on this screen and in the attached documents does not violate HUD’s guidance on sensitive information. Be cautious when providing information that may endanger certain types of projects, such domestic violence shelters. If your project location is sensitive and should be kept confidential, disclose neither the street address[[12]](#footnote-14) nor the services provided[[13]](#footnote-15) by the facility. Note that to maintain a degree of privacy does not mean a diminution of the environmental review responsibility. The same level of technical analysis and performance of environmental review requirements must be achieved in compliance with HUD environmental regulations.

**Site-Specific Reviews**[[14]](#footnote-16):

****

When the user first accesses the screen only the [Add New Site] button will be available and no data is displayed in the data grid. Once the user adds sites they will appear on the screen after saving.

Upon first display, the screen will show the sites sorted alphabetically by Review Name. The screen will **NOT** sort automatically when the user changes the Review Name of a Site and clicks [Save and Continue], nor will it automatically sort by Review Name when a user adds a new Site.

Actions that can be take on the screen are:

* Select one or more sites using the checkboxes and click on [Delete all selected sites]. Clicking the checkbox in the column header will allow for selecting all sites on the displayed page
  + System will first delete all attached uploaded file(s) for each selected site(s)
  + System will then delete the selected site(s)
  + Confirmation pop-up messages will be displayed to have user confirm deletion
* Edit information for a specific site by selecting a site and clicking on [Edit selected site]
  + The [Edit selected site] button will only be available if one and only one site is selected
  + The system will display **1241 - Site-Specific Entry Screen** for edit
* Pagination will be added once more than 10 sites have been added. A page dropdown will allow a user to select the display of either 10 (default), 15, 25 sites per page.

To add a new site the user clicks on [Add New Site] and the screen **1241 - Site-Specific Entry Screen** will be displayed. When a user has entered 1000 site-specific reviews on screen **1240 – Site-Specific or Tier 2** **Reviews** , the [Add New Site] button will be disabled and the message “1000 site limit reached” will be displayed.

**1241 - Site-Specific Entry Screen**

\***Site-Specific Review Name**[[15]](#footnote-17):

Text box for review name.

**Site Address:**

\*Street: \*City:

\*State: \*Zip:

**Upload your completed Site-Specific or** **Tier 2 Review here**:

Upload

File Upload

**Cancel**

**Save**

Screen **1241 - Site-Specific Entry Screen** has the following required fields:

* Site-Specific Review Name
* State (as a drop-down selection list)
* City
* State
* Zip

When adding a new site-specific review, a message above [Save] will say “You must select the ‘Save’ button before you can upload files for this site.”, and the [Upload] button will be disabled. Once the user has clicked [Save], the message will disappear, and screen **1241** will remain displayed. The [Upload] button will then be enabled.

Clicking [Save] will save screen **1241**’s updated information but it will not close the screen. The user can select [Cancel] to get back to screen **1240 – Site Specific or Tier 2 Reviews.**

Any uploaded files will be displayed in **1241 - Site-Specific Entry Screen** and will also allow the user to delete any already uploaded files by clicking the red X next to the file to be deleted. The system will pop-up a confirmation box as in all standard file uploads throughout HEROS.

Once the user is done with the site-specific information he can either click [Save and Exit] and be sent back to screen **1030 – My Tiered Reviews** or [Save and Continue] and be sent to screen **6600 – Complete and Archive Review**.

## 1251 – Tiered Review: Related Laws and Authorities (50/58) 🗹

Business Rules:

The user will indicate compliance with the 17 laws and regulations by checking the appropriate [Yes] or [No] checkbox in the second column “Was compliance achieved at the broad level of review?”

If the user checks [Yes] he will then use the description text field in the third column on this screen to provide narrative information on how compliance was achieved and also upload any applicable documentation in the fourth column. This can be an upload of multiple files. The screen must allow for a description of up to 7 paragraphs (or 1 full page of characters) worth of text for each law and authority.

If the user checks [No] he will not be able to enter anything into the description text field in the third column on this screen, but will fill out a written strategy for that compliance factor on **screen 1252 – Tiered Review: Written Strategy.** Screen **1252 – Tiered Review: Written Strategy** will not show those laws and authorities for which the user checked [Yes] on screen **1251 – Tiered Review: Related Laws and Authorities**, but will show only those laws and authorities where the user checked [No] or did not select a response.

The answers captured are used to pre-populate the output format**.** The user will be able to review the output and then confirm and provide the signature page.

For the screen **1251- Tiered Review: Related Laws and Authorities** the display order of the related laws and authorities should be the same as on screen **2005 - Related Federal Laws and Authorities**; however the Housing Requirements Factor will never be displayed on this screen. The screen numbers should not be displayed next to each Law and Authority.

**Directions:** Indicate whether compliance was achieved at the broad level review for each law and authority. If you have determined that due to the nature of the program, compliance has been achieved at the broad level of review and there is no need for additional follow up at site-specific level, check [Yes]. If further review at a site-specific level is needed, check [No].

If compliance was achieved at the broad level, describe how and provide your source documentation. If necessary, summarize the supporting documentation and provide page numbers.

As a reminder, state and local requirements may differ from Federal requirements, and compliance with one does not guarantee compliance with the other.

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Factors**: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4, 58.5, and §58.6 | Was compliance achieved at the broad level of review? | Describe here compliance determinations made at the broad level and source documentation. | Supporting Compliance Documentation  Uploads |
| STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6 | | | |
| **Airport Hazards**  (Clear Zones and Accident Potential Zones) [24 CFR Part 51 Subpart D] | Yes No |  |  |
| **Coastal Barrier Resources**  Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501] | Yes No |  |  |
| **Flood Insurance**  Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a] | Yes No |  |  |
| STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5 | | | |
| **Air Quality**  [Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93] | Yes No |  |  |
| **Coastal Zone Management** [Coastal Zone Management Act, sections 307(c) & (d)] | Yes No |  |  |
| **Contamination and Toxic Substances**  [24 CFR 50.3(i) & 58.5(i)(2)]  (HUD Standard) | Yes No |  |  |
| **Endangered Species**  [Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402] | Yes No |  |  |
| **Explosive and Flammable Hazards** (Above-Ground Tanks)  [24 CFR Part 51 Subpart C]  (HUD Standard) | Yes No |  |  |
| **Farmlands Protection**  [Farmland Protection Policy Act of 1981, particularly sections 1504(b) & 1541; 7 CFR Part 658] | Yes No |  |  |
| **Floodplain Management**  [Executive Order 11988, particularly section 2(a); 24 CFR Part 55] | Yes No |  |  |
| **Historic Preservation**  [National Historic Preservation Act of 1966, particularly sections 106 & 110; 36 CFR Part 800] | Yes No |  |  |
| **Noise Abatement and Control**  [Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 SubpartB] | Yes No |  |  |
| **Sole Source Aquifers**  [Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149] | Yes No |  |  |
| **Wetlands Protection**  [Executive Order 11990, particularly sections 2 & 5] | Yes No |  |  |
| **Wild and Scenic Rivers**  [Wild and Scenic Rivers Act of 1968, particularly section 7(b) & (c)] | Yes No |  |  |
| ENVIRONMENTAL JUSTICE | | | |
| **Environmental Justice**  [Executive Order 12898] | Yes No |  |  |

**Save and Continue**

**Save and Go Back**

Business Rules:

[Save and Go Back] sends the user to screen **1220 – Tiered Review: Project Summary**.

[Save and Continue] sends the user to screen **1252 – Tiered Review: Written Strategy**.

Users should be able to navigate to screen **1252 – Tiered Review: Written Strategy** prior to completing all of screen **1251 – Tiered Review: Related Laws and Authorities**.

## 1252 – Tiered Review: Written Strategy (50/58) 🗹

Business Rules:

This section of the screen will display all compliance factors for which the user answered [No] and those compliance factors for which the user has not yet chosen a response in screen **1251 - Tiered Review: Related Laws and Authorities**. The display order of the factors to be shown should be the same order as on 1251, with Housing Requirements never being displayed.

The user should be able to click [Save and Go Back] to return to screen **1251 - Tiered Review: Related Laws and Authorities**. Only after all items have either [Yes] or [No] checked on screen **1251 - Tiered Review: Related Laws and Authorities** can the user click on [Save and Continue] on this screen. The answers captured are used to pre-populate the output format**.**

The navigation for [Save and Continue] depends on the user roles.

RE users (Part 58) and HUD users (Part 50) get sent to screen **6215 – Tiered CEST Determination**.

Partners, regardless of being associated with HUD or an RE, get sent to screen **6205 – End Screen for Non-RE users – Part 58**.

The example below is based on the user having answered [No] to [Coastal Zone Management] and to [Farmlands Protection].

All narrative boxes should allow for 4000 character, text wrap on entry and provide a message to the user if he tries to save over 4000 characters.

**Written Strategy**

In the section below, provide the policy, standard, or process to be followed in the site-specific review for each law, authority, and factor that will require completion of a site-specific review.

**\*Coastal Zone Management** [Coastal Zone Management Act, sections 307(c) & (d)]

Long Narrative Box with text wrap

**\*Farmlands Protection** [Farmland Protection Policy Act of 1981, particularly sections 1504(b) & 1541;

7 CFR Part 658]

Long Narrative Box with text wrap

**Provide all supporting documentation, including a site-specific checklist, here:**

File Upload:

**Save and Go Back**

**Save and Continue**

# 1300 - Level of Review Determination

Business Rules

The user arrives at the Level of Review screen from the project summary screen **1125 – Project Summary (50/58)**.

For Part 50, the user will indicate their level of review in screen **1315 – Level of Review (50)**. After that, they will be routed to the appropriate level of review determination screens or to screen **2005 –Related Federal Laws and Authorities** as indicated in the BRs for that screen.

For Part 58, if the user knows the type of review required, he can indicate that in screen **1311 – Level of Review (58)**, after which he gets immediate appropriate confirmation by being navigated to screens **1341** through **1348 – Level of Review Confirmations (58)**.

For Part 58 if the user indicates that he does not know the type of review required, the outcome will depend on the activities selected on screen **1125 – Project Description.**

* If the user selected “Soft Costs” and/or “Maintenance” only on **1125 – Project Description,** he will get the Soft Cost Pop-Up Screen below.
* If the user selected any activity other than “Soft Costs” either by itself or in addition to having selected “Soft Costs” the system will guide him through a set of questions that will then determine the level of review required starting at screen **1320 – Level of Review Determination Assistant**.

Soft Cost Pop-Up Screen:

The Level of Review Determination Assistant is not available for this project. Refer to the regulatory language above to determine the applicable level of review and citation and make a different selection.

**OK**

Regardless if the user identifies the required Level of Review or uses the Determination Assistant, HEROS should record the applicable citation used to determine that the project is Exempt, CENST, or CEST. This citation should go to BOTH, the Level of Review confirmation screen AND be collected for reports and outputs.

As a next step the users with an outcome of Exempt, CENST, or CEST will be routed to the laws and regulations starting at screen **2005 –Related Federal Laws and Authorities.**

Users with an outcome of EA or EIS will be routed to **1365 – Cooperating Agency**, **1366 – Project Justification**, or **1370 – Environmental Impact Statement**, as appropriate.

### 1311 - Level of Review (58)

**What level of review is required by the scope of the project?**

For more information on determining the appropriate level of review, go to <https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#level-of-review>

If the User viewing the screen is a Partner User, display the following in prominent text:

**Only the Responsible Entity (RE) may determine the level of review. Your selection on this screen is only advisory. The RE may want to confirm the level of review before you proceed with the environmental review. Consult with the RE for questions about processing this review.**

* **Exempt**

Select appropriate citation(s) from [24 CFR 58.34(a)](http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr58.34.pdf): (Check all that apply)

* Environmental and other studies, resource identification and the development of plans and strategies. 24 CFR 58.34(a)(1)
* Information and financial services. 24 CFR 58.34(a)(2)
* Administrative and management activities. 24 CFR 58.34(a)(3)
* Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs. 24 CFR 58.34(a)(4)
* Inspections and testing of properties for hazards or defects. 24 CFR 58.34(a)(5)
* Purchase of insurance. 24 CFR 58.34(a)(6)
* Purchase of tools. 24 CFR 58.34(a)(7)
* Engineering or design costs. 24 CFR 58.34(a)(8)
* Technical assistance and training. 24 CFR 58.34(a)(9)
* Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration. 24 CFR 58.34(a)(10)
* Payment of principal and interest on loans made or obligations guaranteed by HUD. 24 CFR 58.34(a)(11)
* **Categorical exclusion not subject to the Federal laws and authorities cited in §58.5 (CENST)**

Select appropriate citation(s) from [24 CFR 58.35(b)](http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr58.35.pdf): (Check all that apply)

* Tenant-based rental assistance. 24 CFR 58.35(b)(1)
* Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services. 24 CFR 58.35(b)(2)
* Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs. 24 CFR 58.35(b)(3)
* Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations. 24 CFR 58.35(b)(4)
* Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buydowns, and similar activities that result in the transfer of title. 24 CFR 58.35(b)(5)
* Affordable housing pre-development costs including legal, consulting, developer and other costs related to obtaining site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact. 24 CFR 58.35(b)(6)
* Approval of supplemental assistance. 24 CFR 58.35(b)(7)

This activity is CENST Supplemental Assistance if the approval is made by the same responsible entity that conducted the environmental review on the original project and reevaluation of the environmental findings is not required under Sec. 58.47.

* **Categorical exclusion subject to the Federal laws and authorities cited in §58.5 (CEST)**

Select appropriate citation(s) from [24 CFR 58.35(a)](http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr58.35.pdf): (Check all that apply)

**Acquisition or leasing**

* Acquisition of public facilities 24 CFR 58.35(a)(1)
* Acquisition of vacant land provided that the acquired land will be retained for the same use. 24 CFR 58.35(a)(5)
* Acquisition (including leasing) of an existing structure provided that the acquired structure will be retained for the same use. 24 CFR 58.35(a)(5)

**ADA** Compliance

* Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons. 24 CFR 58.35(a)(2)

**Repair, improvement, reconstruction, or rehabilitation**

* Rehabilitation of public facilities and improvements other than buildings 24 CFR 58.35(a)(1)

*This activity is CEST if the facilities and improvements are in place and retained in the same use without change in size or capacity of more than 20 percent. Acceptable activities include replacement of water or sewer lines, reconstruction of curbs and sidewalks, and repaving of streets.*

* Rehabilitation of residential buildings with one to four units 24 CFR 58.35(a)(3)(i)

*This activity is CEST if the density is not increased beyond four units, the land use is not changed*, and the footprint of the building is not increased in a floodplain or wetland.

* Rehabilitation of multifamily (5 or more units) residential buildings 24 CFR 58.35(a)(3)(ii)

*This activity is CEST if unit density is not changed more than 20 percent; the project does not involve changes in land use from residential to non-residential; and the estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation.*

* Rehabilitation of non-residential structures including commercial, industrial, and public buildings 24 CFR 58.35(a)(3)(iii)

*This activity is CEST if the facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; and the activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another.*

**Individual Actions**[[16]](#footnote-18)

* An individual action on up to four dwelling units. 24 CFR 58.35(a)(4)(i)

*This activity is CEST where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between.*

* An individual action on a project of five or more housing units. 24 CFR 58.35(a)(4)(ii)

*This activity is CEST when the housing units are developed on scattered sites, the site are more than 2,000 feet apart, and there are not more than four housing units on any one site.*

**Disposition**

* Disposition of an existing structure provided that the disposed of structure will be retained for the same use. 24 CFR 58.35(a)(5)

**Equity Loans**

* Equity loans on an existing structure provided that the financed structure will be retained for the same use. 24 CFR 58.35(a)(5)
* **Environmental Assessment (EA)**

*This activity requires an EA if no categorical exclusions or exemptions apply. An EA may also be required if extraordinary circumstances apply.[[17]](#footnote-19)*

* **Environmental Impact Statement (EIS)[[18]](#footnote-20)**
* **Not sure.**

**I**f the level of review is not known select this option to go to the Level of Review Determination Assistant.

**Save and Go Back**

**Save and Continue**

Business Rules:

If the user checks the first, second, or third box [Exempt], [Categorical exclusion not subject to the Federal laws and authorities cited in §58.5 (CENST)] or [Categorical exclusion subject to the Federal laws and authorities cited in §58.5 (CEST)] respectively he will also have to check the appropriate citations that apply under the selected review type. These citations should be inserted into the appropriate confirmation screen. The actual citation data used to generate reports should be pulled from the actual confirmation screens as listed below.

After the user clicks on [OK] he will be sent to the following screens depending on his selection:

1st Box checked with citations checked -> Screen **1341 – Level of Review Confirmation – Exempt**

2nd Box checked with citations checked -> Screen **1342 – Level of Review Confirmation – CENST**

3rd Box checked with citations checked -> Screen **1344 – Level of Review Confirmation – CEST**

4th Box checked -> Screen **1346 – Level of Review Confirmation – EA**

5th Box checked -> Screen **1348 – Level of Review Confirmation – EIS**

6th Box [Not Sure] checked [if user selected “Soft Costs” and/or “Maintenance” only on **screen 1125 – Project Summary**] -> display the [Soft Cost Pop-Up]

6th Box checked [if user selected any activity or activities in addition to “Soft Costs” on Screen **1125- Project Summary** -> **1320 – Level of Review Determination Assistant – Part 58**

## 1315 - Level of Review (50) 🗹

Business Rules:

The user must select the level of review (CENST, CEST, EA, or EIS). If the user selects CENST or CEST, he must also select one or more activities under that level. All citations selected on this screen should also appear on the output.

[Save and Go Back] routes the user to screen **1125 – Project Summary**.

[Save and Continue] may route to different screens, depending on the level of review selected.

* If the user selects CENST and any of the following citations, he is routed to screen **2005 – Related Federal Laws and Authorities** with the following 2000 series screens displayed with the highest number of screens displayed in the following order:
  + 24 CFR 50.19(b)(17): **2040 - Flood Insurance**, **2015 – Coastal Barrier Resources Act**, **2072 – Airport Runway Clear Zones**
  + 24 CFR 50.19(b)(24): **2040 - Flood Insurance**, **2015 – Coastal Barrier Resources Act**, **2072 – Airport Runway Clear Zones**
  + 24 CFR 50.19(b)(13)-(14) “If equipment, check here” is selected: **2040 - Flood Insurance**
  + 24 CFR 50.19(b)(21): **2040 - Flood Insurance**
    - If user selects this exclusion and this is a Housing review (the user selected any of the “Housing:..” programs or “Rental Assistance Demonstration (RAD)” as one of the HUD Programs on **1105 – Initial Screen),** also display **2090 – Housing Requirements**
* If the user selects CENST and **none** of the citations listed above, route the user to screen **1351 – LOR: No Compliance Required.**
* If the user selects CEST, he is routed to screen **2005 – Related Federal Laws and Authorities**.
* If the user selects EA, he is routed to screen **1365 – Cooperating Agency** or to screen **1366 – Project Justification**, as appropriate
* If the user selects EIS, he is routed to screen **1365 – Cooperating Agency** or screen **1370 – Environmental Impact Statement**, as appropriate

**What level of review is required by the scope of the project?**

For more information on determining the appropriate level of review, go to <https://www.hudexchange.info/programs/environmental-review/orientation-to-environmental-reviews/#level-of-review>

If the User viewing the screen is a Partner User, display the following in prominent text:

**Only HUD may determine the level of review. Your selection on this screen is only advisory. HUD may want to confirm the level of review before you proceed with the environmental review. Consult with HUD for questions about processing this review.**

* **Categorical exclusion not subject to the Federal laws and authorities cited in 24 CFR 50.4 (CENST)**

Select appropriate citation(s) from [24 CFR 50.19(b](http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr50.19.pdf)): (Check all that apply)

* Environmental and other studies, resource identification and the development of plans and strategies. 24 CFR 50.19(b)(1)
* Information and financial advisory services. 24 CFR 50.19(b)(2)
* Administrative and management expenses. 24 CFR 50.19(b)(3)
* Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs. 24 CFR 50.19(b)(4)
* Inspections and testing of properties for hazards or defects. 24 CFR 50.19(b)(5)
* Purchase of insurance. 24 CFR 50.19(b)(6)
* Purchase of tools. 24 CFR 50.19(b)(7)
* Engineering or design costs. 24 CFR 50.19(b)(8)
* Technical assistance and training. 24 CFR 50.19(b)(9)
* Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration. 24 CFR 50.19(b)(10)
* Tenant-based rental assistance. 24 CFR 50.19(b)(11)
* Supportive services including, but not limited to, health care, housing services, permanent housing placement, day care, nutritional services, short-term payments for rent/mortgage/utility costs, and assistance in gaining access to local, State, and Federal government benefits and services. 24 CFR 50.19(b)(12)
* Operating costs including maintenance, security, operation, utilities, furnishings, equipment, supplies, staff training and recruitment and other incidental costs. 24 CFR 50.19(b)(13)
  + - If equipment, check here
* Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or physical expansion of existing facilities. 24 CFR 50.19(b)(14)
  + - If equipment, check here
* Activities to assist homebuyers to purchase existing dwelling units or dwelling units under construction, including closing costs and down payment assistance, interest buydowns, and similar activities that result in the transfer of title. 24 CFR 50.19(b)(15)
* Housing pre-development costs including legal, consulting, developer and other costs related to site options, project financing, administrative costs and fees for loan commitments, zoning approvals, and other related activities which do not have a physical impact. 24 CFR 50.19(b)(16)
* HUD's insurance of one-to-four family mortgages under the Direct Endorsement program, the insurance of one-to-four family mortgages under the Lender Insurance program, and HUD's guarantee of loans for one-to-four family dwellings under the Direct Guarantee procedure for the Indian Housing loan guarantee program, without any HUD review or approval before the completion of construction or rehabilitation and the loan closing; and HUD's acceptance for insurance of loans insured under Title I of the National Housing Act. 24 CFR 50.19(b)(17)
* HUD's endorsement of one-to-four family mortgage insurance for proposed construction under Improved Area processing. 24 CFR 50.19(b)(18)
* Activities of the Government National Mortgage Association under Title III of the National Housing Act. 24 CFR 50.19(b)(19)
* Activities under the Interstate Land Sales Full Disclosure Act. 24 CFR 50.19(b)(20)
* Refinancing of HUD-insured mortgages that will not allow new construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. 24 CFR 50.19(b)(21)
* Approval of the sale of a HUD-held mortgage. 24 CFR 50.19(b)(22)
* Approval of the foreclosure sale of a property with a HUD-held mortgage. 24 CFR 50.19(b)(23)
* HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. 24 CFR 50.19(b)(24)
* **Categorical exclusion subject to the Federal laws and authorities cited in 24 CFR 50.4 (CEST)**

Select appropriate citation(s) from 24 CFR 50.20(a): (Check all that apply)

* + Special projects directed to the removal of material and architectural barriers that restrict the mobility of accessibility to elderly and persons with disabilities. 24 CFR 50.20(a)(1)
  + Rehabilitation of buildings and improvements when the following conditions are met:
    - In the case of a building for residential use (with one to four units), the density is not increased beyond four units, the land use is not changed, and the footprint of the building is not increased in a floodplain or in a wetland. 24 CFR 50.20(a)(2)(i)
    - In the case of multifamily residential buildings: (A) Unit density is not changed more than 20 percent; (B) The project does not involve a change in land use from residential to non-residential; and (C) The estimated cost of rehabilitation is less than 75 percent of the total estimated cost of replacement after rehabilitation. 24 CFR 50.20(a)(2)(ii)
    - In the case of non-residential structures, including commercial, industrial, and public buildings: (A) The facilities and improvements are in place and will not be changed in size nor capacity by more than 20 percent; and (B) The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another. 24 CFR 50.20(a)(2)(iii)
* An individual action (not including rehabilitation) on up to four dwelling units where there is a maximum of four units on any one site. The units can be four one-unit buildings or one four-unit building or any combination in between. 24 CFR 50.20(a)(3)(i)
* An individual action (not including rehabilitation) on a project of five or more housing units developed on scattered sites when the sites are more than 2,000 feet apart and there are not more than four housing units on any one site. 24 CFR 50.20(a)(3)(ii)
* Equity loans on an existing structure, provided that the structure will be retained for the same use. 24 CFR 50.20(a)(4)
* Purchased or refinanced housing and medical facilities under section 223(f) of the National Housing Act (12 U.S.C. 1715n). 24 CFR 50.20(a)(5)
* Mortgage prepayments or plans of action (including incentives) under 24 CFR part 248. 24 CFR 50.20(a)(6
* **Environmental Assessment (EA)**

*This activity requires an EA if no categorical exclusions or exemptions apply. An EA may also be required if extraordinary circumstances apply*.*[[19]](#footnote-21)*

* + If project has been elevated to an EA due to extraordinary circumstances, check here
* **Environmental Impact Statement (EIS)**[[20]](#footnote-22)
  + - If project has been elevated to an EIS due to extraordinary circumstances, check here

**Save and Continue**

**Save and Go Back**

## 1320 - Level of Review Determination Assistant (58)

Business Rules:

If the user elects to use the Level of Review Determination Assistant (LORDA), they will be presented with up to 8 questions dictated by the chart below. The questions shown are driven by the answers provided in screen **1125 – Project Summary** for the last 3 questions. The table below refers to the activity options checked in screen **1125 – Project Summary** in the first column and what question therefore needs to be answered in the Level of Review Determination process.

The user’s responses to the applicable questions will drive whether the user gets more questions and to which confirmation screen the user is led. The confirmation screen then defines the next set of screens or path that the user will have to follow, guided by the system to finish his review. As in **1311 – Level of Review**, the citations generated in **1320 – Level of Review Determination Assistant** should be inserted into the confirmation screens and will be displayed in the reports and outputs as applicable. If the user changes the level of review the citations that are in the confirmation screens need to be cleared and inserted based on the revised decisions.

|  |  |
| --- | --- |
| **Activities Option Checked in 1125 – Project Summary** | **Question triggered** |
| Any answer | Question 1 is always presented |
| [New Construction/[Reconstruction], OR [Demolition] in **1125 - Project Summary -> Question 1**]  AND [Single Family] in 1125 - Project Summary -> Question 3] | Question 2 |
| [Removal of Architectural Barriers] in **1125 - Project Summary -> Question 1**] | Question 3 |
| [Repair/Improvement/ Rehabilitation] in **1125- Project Summary -> Question 1]** | Question 4 |
| [Repair/Improvement/ Rehabilitation] in **1125 - Project Summary -> Question 1]**  AND either[Public Facility, Multifamily or Nonresidential Building(s)] in **1125 - Project Summary -> Question** 3 | Question 5 |
| [Repair/Improvement/ Rehabilitation] in **1125 - Project Summary -> Question 1]**  AND [Multifamily] | Question 6 |
| [Repair/Improvement/ Rehabilitation] in **1125 - Project Summary -> Question 1**] AND [Single Family] | Question 7 |

Actual Screen **1320 - Level of Review Determination Assistant (58)** starts here:

1. **Does this project affect or provide site or capacity for a total 2,500 or more housing units or beds, such that** [**24 CFR 58.37**](http://edocket.access.gpo.gov/cfr_2004/aprqtr/pdf/24cfr58.37.pdf) **would require completion of an EIS?**

* Yes
* No

**Next**

Question 1 Business Rules:

If the user selects [Yes] he will receive the EIS confirmation notice screen **1348 – Level of Review Confirmation – EIS (58)**.

If the user selects [No]:

* Direct user to screen **1346 – Level of Review Confirmation – EA (58)** if any of the following are true:
  + If the user selects [Yes] to “Change in Land Use” [**1125 - Project Summary -> Question 2**], he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
  + If the user selects [Repair/Improvement/Rehab] in **1125 - Project Summary -> Question 1** AND [Vacant Land] in **1125 - Project Summary -> Question 3**, he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
  + If the user selects [New Construction/ Reconstruction/Demolition] in **1125 - Project Summary -> Question 1** AND [Public Facility/Multifamily Housing/Vacant Land/Non-residential Building] in **1125 - Project Summary -> Question 3**, he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
  + If the user selects [Disposition] in 1125 - Project Summary -> Question 1 AND [Vacant Land] in 1125 - Project Summary -> Question 3, he will receive the EA confirmation notice screen 1346 – Level of Review Confirmation – EA (58)
* Direct the user to the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if any of the following are true:
  + If the user selects [Acquisition OR Leasing] in **1125 - Project Summary -> Question 1** AND there are NO more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** [citation: § 58.35(a)(1) for public facilities, §58.35(a)(5) for everything else]
  + If the user selects [Disposition] in **1125 - Project Summary -> Question 1** and [any response OTHER THAN Vacant Land] in **1125 - Project Summary -> Question 3**, AND there are no more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** [citation: §58.35(a)(5)]
* Direct the user to CENST confirmation notice screen **1342 – Level of Review Confirmation (58) - CENST** if any of the following are true:
  + If the user selects [Maintenance]in **1125 - Project Summary -> Question 1** AND there are no more questions to complete, he will receive the CENST Confirmation screen **1342 – Level of Review Confirmation – CENST (58)**  [citation: 24 CFR 58.35(b)(3)]
* If none of the above apply, **the next question as per table above is presented** AND the following citations should be shown on screen **1344 – Level of Review Confirmation – CEST (58)** if the user is later routed to that screen:
  + If the user selects [Acquisition OR Leasing] in **1125 - Project Summary -> Question 1** AND [public facilities] in **1125 - Project Summary -> Question 3,** include citation § 58.35(a)(1)
  + If the user selects [Acquisition OR Leasing] in **1125 - Project Summary -> Question 1** AND [anything OTHER than public facilities] in **1125 - Project Summary -> Question 3,** include citation §58.35(a)(5)
  + If the user selects [Maintenance] in **1125 - Project Summary -> Question 1**, include citation §58.35(b)(3)
  + If the user selects [Disposition] in **1125 - Project Summary -> Question 1** AND [anything OTHER than Vacant Land] in **1125 - Project Summary -> Question 3,** include citation §58.35(a)(5)
* If none of the above apply, the next question as per table above is presented and no citations are added to the confirmation screen

1. **Is this project limited to construction, reconstruction, or demolition of either one to four units of housing with a maximum of four units on any one site (e.g. four one-unit buildings or one four-unit building) *or* a scattered site project?**

* Yes
* No

**Next**

Question 2 Business Rules:

* If the user selects [No] he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
* If the user selects [Yes] AND there are no more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** [citation: §58.35(a)(4)]
* If the user selects [Yes] AND there ARE more questions to complete, he will receive the next question as per table above and citation §58.35(a)(4) is included on CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if user is later routed to that screen

1. **Is the removal of architectural barriers for the purpose of handicap accessibility?**

* Yes
* No

**Next**

Question 3 Business Rules:

* If the user selects [No] he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
* If the user selects [Yes] AND there are no more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** [citation: § 58.35(a)(2)]
* If the user selects [Yes] AND there are more questions to complete, he will receive the next question as per table above and citation §58.35(a)(2) is included on the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if user is later routed to that screen

1. **Is this repair, improvement, or rehabilitation necessary due to a disaster or imminent threat to public safety?**

* Yes
* No

To be eligible for this exemption, you must document the presence of certain conditions that justify the determination of the exemption. The following three conditions must be met:

(a) The activities do not alter environmental conditions. To meet this condition, the activity must not (i) affect significant elements of properties listed on or eligible for listing the National Register of Historic Places, (ii) replace, either through rebuilding or major rehabilitation, structures within a floodplain, (iii) involve an inappropriate occupancy of a known hazardous site or of a site contiguous to a known hazardous site, (iv) involve work on sites that could adversely impact the known critical habitat of endangered species, or (v) alter a building’s footprint.

(b) The activities are limited to protection, repair, or restoration activities necessary to control or arrest the effects. The activity does not include new additions, relocation, enlargements, or changes to the primary use or density of occupancy.

(c) The activities are necessary only to control or arrest the effects from state or federally declared disasters or imminent threats to public safety. A qualified imminent threat to public safety is a threat to the general public outside the building.

If applicable, include a detailed description of why all of the above criteria apply in the project description on the Project Summary screen.

**Does this repair, improvement, or rehabilitation meet all of the above criteria?**

Yes

No

**Next**

Question 4 Business Rules:

* If the user selects [Yes] in the first question the sub-question will have to be answered as well.
* If he answers [Yes] to both questions, he will receive the Exempt confirmation notice screen **1341 – Level of Review confirmation – Exempt (58)** [citation: §58.34(a)(10)]
* If he answers [No] to either question, the next question as per table above is presented.

1. **After completion of the project, will the size or capacity of the property increase or decrease by more than 20%?**

* Yes
* No

**Next**

Question 5 Business Rules:

* If the user selects [Yes] he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
  + If the user selects [No] AND there are no more questions to complete, he will receive the CEST confirmation screen **1344 – Level of Review Confirmation – CEST (58)** and the applicable citation(s) is/are included on the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if the user is later routed to that screen:
    - Non-residential building citation: §58.35(a)(3)(iii)
    - Public facilities citation: §58.35(a)(1)
* If the user selects [No] AND the user selected [Multifamily Building(s)] in **1125 - Project Summary -> Question 3**, question 6 is presented
  + If the user had ALSO selected [Nonresidential and/or Public Facilities] in **1125 - Project Summary -> Question 3**, the applicable citation(s) is/are included on the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if the user is later routed to that screen:
    - Non-residential building citation: §58.35(a)(3)(iii)
    - Public facilities citation: §58.35(a)(1)
* If the user selects [No] AND the user selected [Single Family Building(s)] in **1125 - Project Summary -> Question 3** (in addition to nonresidential and/or public facilities), question 7 is presented
  + The applicable citation(s) is/are included on the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if the user is later routed to that screen:
    - Non-residential building citation: §58.35(a)(3)(iii)
    - Public facilities citation: §58.35(a)(1)

1. **Is the estimated cost of repair, improvement, or rehabilitation of the multifamily residential building(s) less than 75% of the total estimated cost of replacement after rehabilitation?**

* Yes
* No

**Next**

Question 6 Business Rules

* If the user selects [No] he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
* If the user selects [Yes] AND there are no more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** [citation: §58.35(a)(3)(ii)]
* If the user selects [Yes] AND the user selected [Single Family Building(s)] in **1125 - Project Summary -> Question 3** (in addition to Multifamily), question 7 is presented and §58.35(a)(3)(ii)is included on CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)** if user is later routed to that screen.

1. **After completion of the repair, improvement, or rehabilitation of the single family building(s), will the density on site be increased beyond four units (i.e. from single family to multifamily)?**

* Yes
* No

**Next**

Question 7 Business Rules

* If the user selects [Yes] he will receive the EA confirmation notice screen **1346 – Level of Review Confirmation – EA (58)**
* If the user selects [No] AND there are no more questions to complete, he will receive the CEST confirmation notice screen **1344 – Level of Review Confirmation – CEST (58)**[citation:§58.35(a)(3)(i)]

## 1340 - Level of Review Confirmation (58)

### 1341 - Level of Review Confirmation - Exempt (58)

Based on your responses in the Level of Review Determination Section, this project falls under the category of exempt.

Citation Block:

System inserts all applicable citations selected either in screen **1311 – Level of Review (58)** or “24 CFR 58.34(a)(10)” from **1320 - Level of Review Determination Assistant**

Check the citation(s) above and confirm that this project should be reviewed as exempt and not subject to the Federal laws and authorities in §58.5.

* Yes, this project falls into the category indicated above
* No

**Go Back**

**Save and Continue**

Business Rules:

[Go Back] sends the user back to screen **1311 – Level of Review (58)** and does not save the selections made on this screen.

In the [Citation] block, insert all applicable citations selected either in screen **1311 – Level of Review (58)** or as determined by stepping through screen **1320 - Level of Review Determination Assistant (58)**.

These citations should be counted for the Level of Review Report.

If the user checks [No] he will be sent back to screen **1311 – Level of Review (58)** after clicking [Save and Continue].

If the user confirms agreement by checking [Yes] he will be sent to screen **2005– Related Federal Laws and Authorities** after clicking [Save and Continue].

### 1342 - Level of Review Confirmation - CENST (58)

Based on your responses in the Level of Review Determination Section, this project falls under the category of categorically excluded not subject to §58.5 (CENST).

Citation Block:

System inserts all applicable citations selected in screen **1311 – Level of Review (58)**

Check the citation(s) above and confirm that this project should be reviewed as CENST and not subject to the Federal laws and authorities cited in §58.5.

* Yes, this project falls into the category indicated above
* No

**Go Back**

**Save and Continue**

Business Rules:

[Go Back] sends the user back to screen **1311 – Level of Review (58)** and does not save the selections made on this screen.

In the [Citation] block, insert all applicable citations selected in screen **1311 – Level of Review (58)**.

These citations should be counted for the Level of Review Report.

If the user confirms agreement by checking [Yes] he will be sent to screen **2005 – Related Federal Laws and Authorities** after clicking [Save and Continue].

### 1344 - Level of Review Confirmation – CEST (58)

Based on your responses in the Level of Review Determination Section, this project falls under the category of categorically excluded subject to §58.5 (CEST). Note: if extraordinary circumstances[[21]](#footnote-23) apply, the level of review should be elevated to an environmental assessment or an environmental impact statement. In that case, select [Go Back] to change your answer.

Citation Block:

System inserts all applicable citations selected either in screen **1311 – Level of Review – Part 58** or by **1320 - Level of Review Determination Assistant**. If multiple citations apply, include §58.35(a)(6).

Check the citation(s) above and confirm that this project should be reviewed as CEST.

* Yes, this project falls into the category indicated above.

**If appropriate, describe any calculations or analysis made to determine that the project may be reviewed as CEST:**

Optional textbox

* No

**Go Back**

**Save and Continue**

Business Rules:

In the [Citation] block, insert all applicable citations selected either in screen **1311 – Level of Review (58)** or by **1320 - Level of Review Determination Assistant (58)**. If multiple citations apply, include §58.35(a)(6).

These citations should be counted for the Level of Review Report.

If the user confirms agreement by checking [Yes] he will be sent to screen **2005 – Related Federal Laws and Authorities** after clicking [Save and Continue].

If the user checks the last [No] he will be sent back to screen **1311 – Level of Review (58)** after clicking [Save and Continue].

[Go Back] sends the user back to screen **1311 – Level of Review (58)** and does not save the selections made on this screen.

### 1346 - Level of Review Confirmation - EA (58)

Based on your responses in the Level of Review Determination Section, this project requires an Environmental Assessment (EA).

Check your responses and confirm that this project should require an EA.

* Yes, this project falls into the category indicated above
  + Check here if this project has been elevated to an EA based on extraordinary circumstances[[22]](#footnote-24).
* No

**Go Back**

**Save and Continue**

Business Rules:

[Save and Continue] provides two navigation options:

* If the user checks [No] he will be sent back to screen **1311 – Level of Review (58)**
* If the user checks [Yes] he will be sent to either screen **1365 – Cooperating Agency** (if indicated on **1105 – Initial Screen** that project anticipates use of Federal funds or assistance from another agency)or **1366 – Project Justification**.

[Go Back] sends the user back to screen **1311 – Level of Review (58)** and does not save the selections made on this screen.

The checkbox for “extraordinary circumstances” is for reporting purposes.

### 1348 - Level of Review Confirmation - EIS (58)

Based on your responses in the Level of Review Determination Section, this project requires an Environmental Impact Statement (EIS).

Check your responses and confirm that this project should require an EIS.

* Yes, this project falls into the category indicated above.
  + Check here if this project has been elevated to an EIS based on extraordinary circumstances[[23]](#footnote-25).
* No

**Go Back**

**Save and Continue**

Business Rules:

If the user checks [No] he will be sent back to screen **1311 – Level of Review (58)** after clicking [Save and Continue].

[Go Back] send the user back to screen **1311 – Level of Review** and does not save the selections made on this screen.

If the user confirms agreement by checking [Yes] he will be sent to *either* screen **1365 – Cooperating Agency** (if indicated on screen **1105 – Initial Screen** that the project anticipates use of Federal funds or assistance from another agency) *or*screen **1370 – Environmental Impact Statement** after clicking [Save and Continue].

## 1351 – LOR: No Compliance Required (50) 🗹

Business Rules:

The user is routed to this screen following screen **1315 – Level of Review (50)** if on that screen he indicated that the level of review is CENST and did not select any citations for which screen **2005 - Related Federal Laws and Authorities Summary (50/58)** is required.

Based on your responses, this project falls under the category of CENST and compliance is not required. This review is now complete.

Note that your program may require other documentation, if applicable please upload below.

For example if a project involves approval of the foreclosure sale of a property with a HUD-held mortgage, restrictions appropriate to protect historic properties must be imposed on approvals of the foreclosure sales pursuant to 24 CFR 50.19(b)(23).

Upload documents:

**Go Back**

**Save and Exit**

[Go Back] routes to screen **1315 – Level of Review (50)** and moves the data from the temp to final tables.

[Save and Exit] routes the user to screen **1020 – My Environmental Reviews**. The review is marked complete and the data is moved from the temp to final tables.

## 1365 - Cooperating Agency (50/58) 🗹

Business Rules:

This screen only shows up for EAs and EISs where the user indicated on screen **1105 - Initial Screen (50/58)** that the project anticipates the use of Federal funds or assistance from another agency.

If the user checks [Yes] in the first question he will have to indicate the agency status per drop-down list which drives the next selection.

If the user selected [Lead Agency] he will be sent to the next appropriate screen based on review type:

* EA type reviews get sent to screen **1366 - Project Justification**
* EIS type reviews get sent to screen 1370 - Environmental Impact Statement

If the user selected [Cooperating Agency] he needs to take the following action based on review type:

* EA type reviews need to upload the completed EA and then proceed to screen **6310 – EA Determination**
* EIS type reviews get sent to screen 1370 - Environmental Impact Statement

If the user checks [No] in the first question he will have to check the appropriate reason checkbox. If he checks [Other] as the reason he also needs to provide an explanation in the text box.

[Upload the completed EA here] should appear only if review is an EA. EISs should not receive that prompt.

Your previous responses indicate that this project anticipates the use of Federal funds or assistance from another agency in addition to HUD. State, Federal and local agencies may participate or act in a joint lead or cooperating agency capacity in the preparation of joint environmental impact statements or joint environmental assessments (see 40 CFR 1501.5(b) and 1501.6). A single EIS or EA may be prepared and adopted by multiple users to the extent that the environmental review addresses the relevant environmental issues and there is a written agreement between the cooperating agencies which sets forth the coordinated and overall responsibilities. 24 CFR 58.14, 40 CFR 1501.5(b) and 1501.6.

**Is there a formal Cooperating Agency Agreement[[24]](#footnote-26) governing the environmental review?**

* Yes

Enter name(s) of agency or agencies involved

**Select your agency status**: Cooperating Agency

If Cooperating Agency:

**Upload the completed EA including HUD Environmental Standards (Airport Hazards, Contamination, Explosives, and Noise Abatement and Control) here**:

* No

**Check the reason an Agreement was not reached**:

* Not initiated
* Potential Cooperating Agency lacked special expertise and jurisdiction by law
* Potential Cooperating Agency lacked authority to enter into an agreement to be a Cooperating Agency
* Potential or active Cooperating Agency lacked agreement with the agency (e.g., unable to accept the scope of the analysis or the purpose and need for the proposed action; unable to accept responsibilities and/or milestones for analysis and documentation; unable to develop information/analysis of all reasonable alternatives; unable to prevent release of predecisional information; misrepresents the process or the findings presented in the analysis and documentation)
* Potential or active Cooperating Agency lacked capacity (training or resources) to participate (e.g., unable to participate during scoping and/or throughout the preparation of the analysis and documentation as necessary to meet process milestones; unable to identify significant issues, eliminate minor issues, identify issues previously studied, or identify conflicts with the objectives of regional, State and local land use plans, policies and controls in a timely manner; unable to assist in preparing portions of the review and analysis and help resolve significant environmental issues in a timely manner; unable to provide resources to support scheduling and critical milestones)
* Other

Explain “Other”:

Text Box to explain checked selection of “Other”

Insert the name(s) of any agency or agencies contacted:

Text Box to list names of agencies

**Save and Go Back**

**Save and Continue**

[Save and Go Back] will send the user to the appropriate Level of Review Confirmation screens:

* Part 58 EA type reviews get sent to screen **1346 - Level of Review Confirmation – EA (58)**
* Part 58 EIS type reviews get sent to screen **1348 - Level of Review Confirmation- EIS (58)**
* Part 50 reviews get sent to screen **1315 – Level of Review (50)**

Once the user clicks [Save and Continue] he will be sent to next screen based on review type:

* Review type EAs get sent to screen **1366 – Project Justification**
* Review type EISs get sent to screen **1370 - Environmental Impact Statement**

## 1366 - Project Justification (50/58)

Business Rules:

This screen displays only for EAs. Part 58 Users can be directed here directly from screen **1346 – Level of Review Confirmation – EA (58)** or they can be sent to this screen via screen **1365 – Cooperating Agency** if they were sent to that screen after screen **1346 – Level of Review Confirmation - EA (58)**. Part 50 users can be directed here from screen **1315 – Level of Review (50)** or via screen **1365 – Cooperating Agency** if they were sent to that screen.

The asterisks are added in front of the text fields, but the fields are not mandatory entry fields.

After the user clicks [Save and Continue] he is sent to screen **2005 – Related Federal Laws and Authorities.**

**\*Statement of Purpose and Need for the Proposal:** The underlying purpose and need to which the agency is responding in proposing the action and its alternatives. Describe how the proposed action is intended to address housing and/or community development needs.

Optional expandable Text Box

**\*Existing Conditions and Trends:** [**[24 CFR 58.40(a)]**](https://www.govinfo.gov/app/details/CFR-2004-title24-vol1/CFR-2004-title24-vol1-sec58-40)Determine existing conditions and describe the character, features, and resources of the project area and its surroundings; identify the trends that are likely to continue in the absence of the project.

Optional expandable Text Box

**Save and Continue**

**Save and Go Back**

Business Rules:

[Save and Go Back] sends the user either to screen **1365 – Cooperating Agency** , screen **1346 – Level of Review Determination – EA**, or screen **1315 – Level of Review (50)**, depending on where the user came from.

## 1370 - Environmental Impact Statement (50/58) 🗹

Business Rules for EIS:

The user will be guided here following screens **1348 – Level of Review Confirmation – EIS (58)** or screen **1365 – Cooperating Agency**.

The user can also arrive here from the tiering track if the user checked [EIS] in screen **1210 – Tiered Review: Level of Review (58)**. In that case the user will arrive at this screen from screen **1220 – Tiered Review: Project Summary**.

All questions should be optional so that user can [save and Exit] without completing every question.

Consult the following website about filing your EIS here:

<https://www.onecpd.info/environmental-review/environmental-impact-statements>

When you have completed your Final EIS, return to this screen to answer questions 1 and 2.

1. Were any **scoping meetings** held?

* Yes

Enter the dates of any scoping meetings held. Note that you must wait at least 15 days after disseminating or publishing the NOI/EIS before holding a scoping meeting.

Optional Text box to dates of scoping meetings

* No

Explain:

Optional Text box to provide explanation of why no scoping meetings were held.

1. Enter the Record of Decision (ROD) date:

Click here to enter a date.

**Save and Continue**

**Save and Exit**

Business Rules:

[Save and Continue] will only be available after all questions are answered. However, questions should *not* be mandatory, so that user can use [Save and Exit] before all answers have been completed.

After the user clicks [Save and Continue] Part 58 users will be routed to screen **6400 - Request for Release of Funds (7015.15)**.

After the user clicks [Save and Continue] Part 50 users will be routed to screen **6605 – Complete Reviews**.

Partners are sent to screen **6205 – Preparer Notification Screen.**

[Save and Exit] provides for two navigation options:

* Screen **1020 – My Environmental Reviews** for regular reviews
* Screen **1030 – My Tiered Reviews** for the tiering track

# 2000 - Related Federal Laws and Authorities

## 2005 – Related Federal Laws and Authorities Summary (50/58) 🗹

Business Rules:

Based on the Level of Review Determination the user will only get to see the compliance factors that apply to his type of review as per below:

* Screen 2090 – Housing Requirements ONLY applies to Part 50 reviews, even if “Housing:…” or “Rental Assistance Demonstration (RAD)” was selected in screen **1105 - Initial Screen** for a Part 58 review this screen does NOT apply.
* Part 50 CENST with any of the following citations should display the following screens with the highest number of screens displayed in the following order:
  + 24 CFR 50.19(b)(17): **2040 - Flood Insurance, 2015 – Coastal Barrier Resources Act, 2072 – Airport Runway Clear Zones**
  + 24 CFR 50.19(b)(24): **2040 - Flood Insurance, 2015 – Coastal Barrier Resources Act, 2072 – Airport Runway Clear Zones**
  + 24 CFR 50.19(b)(13)-(14) “If equipment, check here” is selected: **2040 - Flood Insurance**
  + 24 CFR 50.19(b)(21): **2040 - Flood Insurance**
    - If user selects this exclusion and this is a Housing review (the user selected any of the “Housing:..” programs as or “Rental Assistance Demonstration (RAD)” one of the HUD Programs on **1105 – Initial Screen),** also display **2090 – Housing Requirements**
* Part 58 CENST/ Exempt: **2040 - Flood Insurance, 2015 – Coastal Barrier Resources Act** (CBRA), **2072 - Airport Runway Clear Zones**
* 50/58 CEST, CEST converted to Exempt, and EA non-Housing (those that did NOT select “Housing:…” or “Rental Assistance Demonstration (RAD)” as one of the HUD Programs on **1105 – Initial Screen**): All *except* **2072 - Airport Runway Clear Zones** (use **Airport Hazards (2070)** instead) and **2090 - Housing Requirements**.
  + For non-housing Contamination two different options are available:
  + Screen **2076 – Contamination and Toxic Substances (Multi-Family and Non-Residential Properties)** applies if the user chooses anything other than “Single Family” residential under activities in screen **1125 – Project Summary**
  + Screen **2077 – Contamination and Toxic Substances (Single Family)** applies if, and only if, the user chooses “Single Family” **alone** under activities in screen **1125 – Project Summary**.
* 50/58 CEST, CEST converted to Exempt, and EA Housing (those that selected “Housing:…” or “Rental Assistance Demonstration (RAD)” as one of the HUD Programs on **1105 – Initial Screen**: All *except* **2072 - Airport Runway Clear Zones** (use **Airport Hazards (2070)** instead) and **2077 – Contamination and Toxic Substances (Single Family)** (use **2076 – Contamination and Toxic Substances (Multi-Family and Non-Residential Properties**) instead)

This summary screen lists all compliance factors to assure proper order of display in all cases. The compliance factor should not have the screen number displayed next to it, for reference it is displayed in this document in green font as a business rule reference, but only the black text should be shown on the screen. The screen itself should have the screen number in the title.

The compliance determination and response in column 2 are filled in after the user steps through each compliance factor. The user cannot change these answers in screen 2005 but will have to go to the individual 2000 series screen to change either the text of the compliance determination or the [Yes/No] answers.

The [Yes/No] checkboxes in the screen are samples only. In the beginning all check boxes will be unchecked.

The user should be able to click on the name of a compliance factor and then be guided to the appropriate screen. This summary serves also as a status screen to let the user know where he stands in his review.

The user should be able to select [Save and Continue] and proceed to the next screen at any time. [Save and Continue] will navigate the user to the following screens:

* Exempt, CENST, CEST and CEST converted to Exempt reviews navigate to screen **5000 - Mitigation Measures and Conditions**
* EA reviews navigate to screen **4010 - EA Factors – Summary (50/58)**

Start of Screen **2005 - Related Federal Laws and Authorities Summary (50/58)**:

|  |  |  |
| --- | --- | --- |
| **Directions:** Click on the Compliance Factor links in the first column in the chart below. The links will take you to a separate screen to answer questions and provide documentation on the specific Compliance Factor. After completing each Compliance Factor screen you will automatically return to this screen to continue.  As a reminder, state and local requirements may differ from Federal requirements, and compliance with one does not guarantee compliance with the other. | | |
| **Compliance Factors** | **Are formal compliance steps or mitigation required?** | **Compliance Determinations** |
| **STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.6** | | |
| **Airport Runway Clear Zones** (2072)  [24 CFR part 51]  (HUD Standard) | Yes No | If this screen applies then 2070 doesn’t. |
| **Airport Hazards** (2070)  [Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D]  (HUD Standard) | Yes No | If this screen applies then 2072 doesn’t. |
| **Coastal Barrier Resources** (2015)  [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]] | Yes No |  |
| **Flood Insurance** (2040)  [Flood Disaster Protection Act of 1973 and section 582 of the National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]] | Yes No |  |
| **STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR 50.4 & 58.5** | | |
| **Air Quality** (2010)  [Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93] | Yes No |  |
| **Coastal Zone Management** (2020)  [Coastal Zone Management Act, sections 307(c) & (d)] | Yes No |  |
| **Contamination and Toxic Substances Multifamily and Nonresidential Properties** (2076)  [24 CFR 50.3(i) & 58.5(i)(2)]  (HUD Standard) | Yes No | If this screen applies then 2077 will not be shown. |
| **Contamination and Toxic Substances – Single Family** (2077)  [24 CFR 50.3(i) & 58.5(i)(2)]  (HUD Standard) | Yes No | If this screen applies then 2076 will not be shown. |
| **Endangered Species** (2025)  [Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402] | Yes No |  |
| **Explosive and Flammable Hazards** (2080)  (Above-Ground Tanks)[24 CFR Part 51 Subpart C]  (HUD Standard) | Yes No |  |
| **Farmlands Protection** (2035)  [Farmland Protection Policy Act of 1981, particularly sections 1504(b) & 1541; 7 CFR Part 658] | Yes No |  |
| **Floodplain Management** (2045)  [Executive Order 11988, particularly section 2(a); 24 CFR Part 55] | Yes No |  |
| **Historic Preservation** (2050)  [National Historic Preservation Act of 1966, particularly sections 106 & 110; 36 CFR Part 800] | Yes No |  |
| **Noise Abatement and Control** (2085)  24 CFR Part 51 SubpartB]  (HUD Standard) | Yes No |  |
| **Sole Source Aquifers** (2055)  [Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149] | Yes No |  |
| **Wetlands Protection** (2060)  [Executive Order 11990, particularly sections 2 & 5] | Yes No |  |
| **Wild and Scenic Rivers** (2065)  [Wild and Scenic Rivers Act of 1968, particularly section 7(b) & (c)] | Yes No |  |
| **HUD HOUSING ENVIRONMENTAL STANDARDS** | | |
| **Housing Requirements** (2090)  [MAP Guide – Chapter 9: Lead-based paint, Radon, and Asbestos] | Yes No |  |
| **ENVIRONMENTAL** JUSTICE | | |
| **Environmental Justice** (2030)  [Executive Order 12898] | Yes No |  |

Business Rules for the individual compliance factors:

At the top of each 2000 series screen should be the following statement in red:

“Note that if you change an answer you must press the [Next] button in order for the information to save, and proceed to the appropriate next question.”

All references are hyperlinks to the actual websites and should be displayed in a separate, new window for the user to x out of. All series 2000 screens have only one link to the future environmental review website, which will be displayed in the reference section.

Each compliance factor within the related laws and authorities will be one screen. After the user answers the first question he will have to click [Next] at the bottom of the screen. Depending on his answers [Next] will either cause the next question to be displayed or send the user to the screen summary section. In both cases clicking [Next] will also save the data on that screen. The user can go back to screen **2005 – Related Federal Laws and Authorities Summary** to decide which compliance factor he wants to address next by clicking on [Save and Return to Summary].

The answer given will trigger a compliance determination as well as in some cases a “Compliance Determination” statement to be added to the screen summary and to column 3 [Compliance Determination] in screen **2005 – Related Federal Laws and Authorities Summary.**

The table at the beginning of the screen also summarizes these answers and statements as the example shows:

If the user answers [No] in Question 1 or [Yes] in Question 5 then the representative statement in quotes “…” needs to be displayed in **2005.1. - Screen Summary** and will then be entered in column 3 [Compliance Determinations] in screen **2005 – Related Federal Laws and Authorities Summary.**

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | Enter “Statement to be entered in column 3 in screen **2005 - Related Federal Laws and Authorities Summary** for Air Quality” in screen summary and then in column 3 |
| 5 | Yes | Enter “this statement for question 5” in screen summary and then in column 3 in screen **2005 - Related Federal Laws and Authorities Summary** for Air Quality” |

Mitigation specific answers will also be addressed and the answer used to populate the mitigation text in screen **5000 – Mitigation Measures and Conditions**, column 2 - [Mitigation Measure or Condition]. These answers are indicated in the text boxes with location to be stored. The text boxes should alert the users if they exceed the character limit.

Example:

Mandatory Text box to document mitigation measures:

This needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Air Quality in the [Mitigation Measure or Condition] column.

If the answer triggers another question on the screen it is indicated by Next Question (2)

**In all cases the user first has to click [Next].**

Either displays in a pop-up the appropriate compliance determination or presents the next question for the current screen and saves the data.

**Next**

Example of flow for one question for sample factor:

**Topic 1**

1. Question 1:

**Next**

* Yes Next Question (2)
* No Screen Summary

**Next**

A button at the bottom of the screen will allow users to cancel their project at any time. Users who select this button will be directed to screen **1021 – Cancel Project**. If a user selects “Cancel project at this location” within a mitigation question, they should be given a pop-up (“Cancel Project pop-up”) directing them to the button at the bottom of the screen:

To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

Users required to cancel their projects will receive a similar pop-up:

Project cannot be brought into compliance with this section. Federal assistance or approval must be denied. To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

At the bottom of screen **2005 – Related Federal Laws and Authorities** are two options. The navigation is displayed next to each option.

**Cancel Review**

* Screen **1021 – Cancel Review**
* Screen **4010 – EA Factors – Summary** if Review is EA and completed all factors

**Save and Continue**

* Screen **5000 – Mitigation Measures and Conditions** if review is CENST, Exempt, CEST and CEST converted to Exempt

After the users have completed the questions in each of the 2000 series screens, selecting [Next] will send them to the [Screen Summary] section (**Screen 2005.1 – Screen Summary**) in which they will finalize the screen.

For HUD users (Part 50) and RE users (Part 58) all 3 questions in the Screen Summary section should appear at once. The three questions are: “Compliance Determination”, “Supporting Documentation Upload” and “Formal Compliance Steps and Mitigation”.

Partner Role users will only be able to edit the first 2 questions: “Compliance Determination” and “Supporting Documentation Upload”

The 3rd question: “Are formal compliance steps or mitigation required?” will be grayed out for Parter Users.

The text entered in the [Compliance Determination] box will be displayed in the far-right column of screen **2005 – Related Federal Laws and Authorities Summary**

The [Yes] / [No] checkboxes in the center column of screen **2005 - Related Federal Laws and Authorities** Summary are checked based on the user’s response to the last question in the Screen Summary (“Are formal compliance steps or mitigation required?”).

### 2005.1 - Screen Summary

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box and receive a warning if they are over the character limit.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

The next question is only available to be answered by HUD Users (on Part 50) and RE Users (on Part 58).

This question will be grayed out for Partner users and they will not be able to answer this question.

**Are formal compliance steps or mitigation required?**

Only Responsible Entity (for Part 58) or HUD (for Part 50) Users may respond to this question. Ensure that this question is complete before finalizing the review.

* Yes
* No

**Cancel Review**

**Save and Return to Summary**

At the bottom of every 2000 series factor screen are two options. The navigation is displayed next to each option.

Saves and sends the user back to **Screen 2005 – Related Federal Laws and Authorities Summary**

**Save and Return to Summary**

**Cancel Review**

Sends the user to **Screen 1021 – Cancel Review**.

## 2010 - Air Quality (50/58) 🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

The user needs to enter a numerical decimal value in questions 3 and 4 for any and only the fields checked in question 2 (emission levels) for the types of emissions.

The same list of pollutants will then also be displayed in question 5.

If question 5 is answered with [No] the user will be sent to screen **1021 – Cancel Review** where he can cancel the project.

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | “Based on the project description, this project includes no activities that would require further evaluation under the Clean Air Act. The project is in compliance with the Clean Air Act.” |
| 2 | No | “The project’s county or air quality management district is in attainment status for all criteria pollutants. The project is in compliance with the Clean Air Act.” |
| 4 | No | “The project’s county or air quality management district is in non-attainment status for the following: [list of pollutants selected in question 2]. This project does not exceed *de minimis* emissions levels or the screening level established by the state or air quality management district for the pollutant(s) identified above. The project is in compliance with the Clean Air Act.” |
| 5 | Yes | “The project’s county or air quality management district is in non-attainment status for the following: [list of pollutants selected in question 2]. This project exceeds *de minimis* emissions levels or the screening level established by the state or air quality management district for a pollutant(s) identified above. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Clean Air Act.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| General Requirements | Legislation | Regulation |
| The Clean Air Act is administered by the U.S. Environmental Protection Agency (EPA), which sets national standards on ambient pollutants. In addition, the Clean Air Act is administered by States, which must develop State Implementation Plans (SIPs) to regulate their state air quality. Projects funded by HUD must demonstrate that they conform to the appropriate SIP. | Clean Air Act (42 USC 7401 et seq.) as amended particularly Section 176(c) and (d) (42 USC 7506(c) and (d)) | 40 CFR Parts 6, 51 and 93 |
| Reference | | |
| https://www.onecpd.info/environmental-review/air-quality | | |

**Scope of Work**

1. **Does your project include new construction or conversion of land use facilitating the development of public, commercial, or industrial facilities OR five or more dwelling units?**

**Next**

* Yes Next Question (2)
* No Screen Summary

**Next**

**Air Quality Attainment Status of Project’s County or Air Quality Management District**

1. **Is your project’s air quality management district or county in non-attainment or maintenance status for any criteria pollutants?**

Follow the link below to determine compliance status of project county or air quality management district:

<https://www.epa.gov/green-book>

* No, project’s county or air quality management district is in attainment status for all criteria pollutants

Screen Summary

**Next**

* Yes, project’s management district or county is in non-attainment or maintenance status for the following criteria pollutants (check all that apply):
* Carbon monoxide
* Lead
* Nitrogen dioxide
* Sulfur dioxide
* Ozone
* Particulate Matter, <2.5 microns
* Particulate Matter, < 10 microns

Next Question (3)

**Next**

**Emissions Levels**

1. **What are the *de minimis* emissions levels (40 CFR 93.153)[[25]](#footnote-27) or screening levels for the non-attainment or maintenance level pollutants indicated above?**

|  |  |  |
| --- | --- | --- |
| * Carbon monoxide |  | ppm (parts per million) |
| * Lead |  | µg/m3 (micrograms per cubic meter of air) |
| * Nitrogen dioxide |  | ppb (parts per billion) |
| * Sulfur dioxide |  | ppb (parts per billion) |
| * Ozone |  | ppm (parts per million) |
| * Particulate Matter, <2.5 microns |  | µg/m3 (micrograms per cubic meter of air) |
| * Particulate Matter, < 10 microns |  | µg/m3 (micrograms per cubic meter of air) |

Provide your source used to determine levels here:

Mandatory Text box for source information

Upload any additional information in the Screen Summary at the conclusion of this screen.

**Next**

Next Question (4)

1. **Determine the estimated emissions levels of your project[[26]](#footnote-28). Will your project exceed any of the *de minimis or threshold* emissions levels of non-attainment and maintenance level pollutants or exceed the screening levels established by the state or air quality management district?**

* No, the project will not exceed *de minimis* or threshold emissions levels or screening levels

**Enter estimated emissions levels:**

|  |  |  |
| --- | --- | --- |
| * Carbon monoxide |  | ppm (parts per million) |
| * Lead |  | µg/m3 (micrograms per cubic meter of air) |
| * Nitrogen dioxide |  | ppb (parts per billion) |
| * Sulfur dioxide |  | ppb (parts per billion) |
| * Ozone |  | ppm (parts per million) |
| * Particulate Matter, <2.5 microns |  | µg/m3 (micrograms per cubic meter of air) |
| * Particulate Matter, < 10 microns |  | µg/m3 (micrograms per cubic meter of air) |

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen

**Next**

Screen Summary

* Yes, the project exceeds *de minimis* emissions levels or screening levels.

**Enter estimated emissions levels:**

|  |  |  |
| --- | --- | --- |
| * Carbon monoxide |  | ppm (parts per million) |
| * Lead |  | µg/m3 (micrograms per cubic meter of air) |
| * Nitrogen dioxide |  | ppb (parts per billion) |
| * Sulfur dioxide |  | ppb (parts per billion) |
| * Ozone |  | ppm (parts per million) |
| * Particulate Matter, <2.5 microns |  | µg/m3 (micrograms per cubic meter of air) |
| * Particulate Matter, < 10 microns |  | µg/m3 (micrograms per cubic meter of air) |

**Next**

Next Question (5)

1. **For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

Mandatory Text box to document mitigation measures:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Air Quality in the [Mitigation Measure or Condition] column.

Upload any additional information in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2015 - Coastal Barrier Resources Act (50/58) 🗹

No change from part 58 version except new link

Business rule:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Only grantees that have project locations in the following states should be asked about CBRA:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Alabama | Georgia | Massachusetts | New Jersey | Puerto Rico | Virgin Islands |
| Connecticut | Louisiana | Michigan | New York | Rhode Island | Virginia |
| Delaware | Maine | Minnesota | North Carolina | South Carolina | Wisconsin |
| Florida | Maryland | Mississippi | Ohio | Texas |  |

In all other states, the user should be directed immediately to the Screen Summary of screen 2015 with the ‘Non-CBRA State’ compliance determination filled in.

If question 2 is answered with [Cancel the project] the user will be sent to screen **1021 – Cancel Review** where he can cancel the project.

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| Non-CBRA State |  | “This project is located in a state that does not contain CBRS units. Therefore, this project is in compliance with the Coastal Barrier Resources Act.” |
| 1 | No | “This project is not located in a CBRS Unit. Therefore, this project has no potential to impact a CBRS Unit and is in compliance with the Coastal Barrier Resources Act.” |
| 2 | Project given approval | “This project is located in a CBRS Unit. After consultation with the U.S. Fish and Wildlife Service the project was given approval to continue.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| HUD financial assistance may not be used for most activities in units of the Coastal Barrier Resources System (CBRS). See 16 USC 3504 for limitations on Federal expenditures affecting the CBRS. | Coastal Barrier Resources Act (CBRA) of 1982, as amended by the Coastal Barrier Improvement Act of 1990 (16 USC 3501) |  |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/coastal-barrier-resources | | |

1. **Is the project located in a CBRS (Coastal Barrier Resources System) Unit?**

* No

Upload map and documentation in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

* Yes

Federal assistance for most activities may not be used at this location. You must either choose an alternate site or cancel the project. In very rare cases, federal monies can be spent within CBRS (Coastal Barrier Resources System) units for certain exempted activities (e.g., a nature trail), after consultation with the FWS (see [16 USC 3505](http://www.gpo.gov/fdsys/pkg/USCODE-2010-title16/pdf/USCODE-2010-title16-chap55-sec3505.pdf) for exceptions to limitations on expenditures).

**Next**

Next Question (2)

1. **Indicate your selected course of action.**

* After consultation with the FWS the project was given approval to continue.

Upload map and documentation in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Project was not given approval

Project cannot be brought into compliance with this section. Federal assistance or approval must be denied. To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

**Next**

**Screen Summary:**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2020 - Coastal Zone Management Act (50/58) 🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Only grantees that have project locations in the following states should be asked about CMZA:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Alabama | Florida | Louisiana | Minnesota | North Carolina | South Carolina | American Samoa |
| Alaska | Georgia | Maine | Mississippi | Ohio | Texas | Guam |
| California | Hawaii | Maryland | New Hampshire | Oregon | Virginia | Northern Mariana Islands |
| Connecticut | Illinois | Massachusetts | New Jersey | Pennsylvania | Washington | Puerto Rico |
| Delaware | Indiana | Michigan | New York | Rhode Island | Wisconsin | Virgin Islands |

**\***The state of Alaska has designated coastal zone; however, the state is currently not participating in the program. (This is subject to change in the future.)]

In all other states, the user should be directed immediately to the Screen Summary of screen 2020 with the ‘Non-CZMA State’ compliance determination filled in.

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| Non-CZMA State |  | “This project is located in a state that does not participate in the Coastal Zone Management Program. Therefore, this project is in compliance with the Coastal Zone Management Act.” |
| 1 | No | “This project is not located in or does not affect a Coastal Zone as defined in the state Coastal Management Plan. The project is in compliance with the Coastal Zone Management Act.” |
| 2 | No | “Based on the project description the project does not include any activities that would affect a Coastal Zone. The project is in compliance with the Coastal Zone Management Act.” |
| 3 | Yes, without mitigation | “This project is located in a Coastal Zone, but it has been determined to be consistent with the State Coastal Management Program. The project is in compliance with the Coastal Zone Management Act.” |
| 4 | [anything] | “This project is located in a Coastal Zone, and it has been determined to be consistent with the State Coastal Management Program with mitigation, identified in the mitigation section of this review. The project is in compliance with the Coastal Zone Management Act.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Federal assistance to applicant agencies for activities affecting any coastal use or resource is granted only when such activities are consistent with federally approved State Coastal Zone Management Act Plans. | Coastal Zone Management Act (16 USC 1451-1464), particularly section 307(c) and (d) (16 USC 1456(c) and (d)) | 15 CFR Part 930 |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/coastal-zone-management | | |

1. **Is the project located in, or does it affect, a Coastal Zone as defined in your state Coastal Management Plan[[27]](#footnote-29)?**

* Yes

**Next**

Next Question (2)

* No

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen:

**Next**

Screen Summary

1. **Does this project include activities that are subject to state review[[28]](#footnote-30)??**

* Yes

**Next**

Next Question (3)

* No

**Next**

Screen Summary

1. **Has this project been determined to be consistent with the State Coastal Management Program[[29]](#footnote-31)?**

* Yes, with mitigation.

**Next**

Next Question (4)

* Yes, without mitigation.

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen:

**Next**

Screen Summary

* No, project must be canceled.

To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

**Next**

1. **Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review.**

Mandatory Text box to document mitigation measures:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Coastal Zone Management in the [Mitigation Measure or Condition] column.

Upload all documentation in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

Are formal compliance steps or mitigation required?

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2025 - Endangered Species Act (50/58)🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

If the user is routed to Question 3, their compliance determination will be based on responses to **both** question 3 and question 6. (All users routed to question 3 are also routed to question 6.)

Step 5 does not contain questions, only instructions. Users routed to question 5 should be able to press “Next” immediately.

Compliance Determinations Table:

| **Question #** | **Answer** | **Compliance Determination** |
| --- | --- | --- |
| 1 | No, the project will have No Effect due to the nature of the activities involved in the project | “This project will have No Effect on listed species due to the nature of the activities involved in the project. This project is in compliance with the Endangered Species Act.” |
| 1 | No, the project will have No Effect based on a letter of understanding | “This project will have No Effect on listed species based on a letter of understanding, memorandum of agreement, programmatic agreement, or checklist provided by local HUD office. This project is in compliance with the Endangered Species Act.” |
| 2 | No | “This project will have No Effect on listed species because there are no listed species or designated critical habitats in the action area. This project is in compliance with the Endangered Species Act.” |
| 3 | No Effect  AND  Q6: “no mitigation necessary” | “This project has been determined to have No Effect on listed species. This project is in compliance with the Endangered Species Act without mitigation.” |
| 3 | No Effect  AND  Q6: anything OTHER than “no mitigation necessary” | “This project has been determined to have No Effect on listed species. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act.” |
| 3 | “May Affect, Not Likely to adversely…”  AND  4/Yes AND  Q6: “no mitigation necessary” | “This project May Affect, but is Not Likely to Adversely Affect, listed species, and informal consultation was conducted. This project is in compliance with the Endangered Species Act without mitigation.” |
| 3 | “May Affect, Not Likely to adversely…”  AND  4/Yes AND  Q6: anything OTHER than “no mitigation necessary” | “This project May Affect, but is Not Likely to Adversely Affect, listed species, and informal consultation was conducted. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act.” |
| 4 | No  AND  Q6: “no mitigation necessary” | “This project was found Likely to Adversely Affect listed species, and formal consultation was conducted. This project is in compliance with the Endangered Species Act without mitigation.” |
| 4 | No  AND  Q6: anything OTHER than “no mitigation necessary” | “This project was found Likely to Adversely Affect listed species, and formal consultation was conducted. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act.” |
| 3 | “Likely to Adversely Affect”  AND  Q6: “no mitigation necessary” | “This project was found Likely to Adversely Affect listed species, and formal consultation was conducted. This project is in compliance with the Endangered Species Act without mitigation.” |
| 3 | “Likely to Adversely Affect”  AND  Q6: anything OTHER than “no mitigation necessary” | “This project was found Likely to Adversely Affect listed species, and formal consultation was conducted. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Endangered Species Act.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **ESA Legislation** | **Regulations** |
| Section 7 of the Endangered Species Act (ESA) mandates that federal agencies ensure that actions that they authorize, fund, or carry out shall not jeopardize the continued existence of federally listed plants and animals or result in the adverse modification or destruction of designated critical habitat. Where their actions may affect resources protected by the ESA, agencies must consult with the Fish and Wildlife Service and/or the National Marine Fisheries Service (“FWS” and “NMFS” or “the Services”). | The Endangered Species Act of 1973 (16 U.S.C. 1531 *et seq*.); particularly section 7 (16 USC 1536). | 50 CFR Part 402 |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/endangered-species | | |

1. **Does the project involve any activities that have the potential to affect species or habitats?**

* No, the project will have No Effect due to the nature of the activities involved in the project.

This selection is only appropriate if none of the activities involved in the project have potential to affect species or habitats. Examples of actions without potential to affect listed species may include: purchasing existing buildings, completing interior renovations to existing buildings, and replacing exterior paint or siding on existing buildings.

Screen Summary

Next

* No, the project will have No Effect based on a letter of understanding, memorandum of agreement, programmatic agreement, or checklist provided by local HUD office.[[30]](#footnote-32)

Explain your determination: [mandatory text box]

Mandatory Text Box

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes, the activities involved in the project have the potential to affect species and/or habitats.

**Next**

Next Question (2)

1. **Are federally listed species or designated critical habitats[[31]](#footnote-33) present in the action area[[32]](#footnote-34)?**

Listed species are those that are either endangered (in danger of extinction throughout all or a significant portion of its range) *or* threatened (likely to become endangered within the foreseeable future throughout all or a significant portion of its range). Refer to HUD Exchange for information on consideration of candidate species (those that the Services have considered for listing but have not yet issued a final ruling) and proposed species (those that have been proposed for listing).

* No, the project will have No Effect due to the absence of federally listed species and designated critical habitat.

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen.

Documentation may include letters from the Services, species lists from the Services’ websites, surveys or other documents and analysis showing that there are no species in the action area.

**Next**

Screen Summary

* Yes, there are federally listed species or designated critical habitats present in the action area.

**Next**

Next Question (3)

1. **What effects, if any, will your project have on federally listed species or designated critical habitat?**

* No Effect: Based on the specifics of both the project and any federally listed species in the action area, you have determined that the project will have absolutely no effect on listed species or critical habitat.

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen.

Documentation should include a species list and explanation of your conclusion, and may require maps, photographs, and surveys as appropriate.

**Next**

Next Question (6)

* May Affect, Not Likely to Adversely Affect: Any effects that the project may have on federally listed species or critical habitats would be beneficial, discountable, or insignificant.

Next Question (4)

**Next**

* Likely to Adversely Affect: The project may have negative effects on one or more listed species or critical habitat.

**Next**

Next Question (5)

1. **Informal Consultation is required**

Section 7 of ESA (16 USC. 1536) mandates consultation to resolve potential impacts to endangered and threatened species and critical habitats. If a HUD-assisted project may affect any federally listed endangered or threatened species or critical habitat, then compliance is required with Section 7. See 50 CFR Part 402 Subpart B Consultation Procedures.

Did the Service(s) concur with the finding that the project is Not Likely to Adversely Affect?

* Yes, the Service(s) concurred with the finding.

Display the following text:

Upload the following in the Screen Summary at the conclusion of this screen:

* 1. A biological evaluation or equivalent document
  2. Concurrence(s) from FWS and/or NMFS
  3. Any other documentation of informal consultation

Exception: If finding was made based on procedures provided by a letter of understanding, memorandum of agreement, programmatic agreement, or checklist provided by local HUD office,[[33]](#footnote-35) provide whatever documentation is mandated by that agreement.

Next Question (6)

**Next**

* No, the Service(s) did not concur with the finding.

**Next**

Next Question (5)

1. **Formal consultation is required**

Section 7 of ESA (16 USC 1536) mandates consultation to resolve potential impacts to federally listed endangered and threatened species and critical habitats. If a HUD assisted project may affect any endangered or threatened species or critical habitat, then compliance is required with Section 7. See 50 CFR Part 402 Subpart B Consultation Procedures.

Upload the following in the Screen Summary at the conclusion of this screen:

1. A biological assessment, evaluation, or equivalent document
2. Biological opinion(s) issued by FWS and/or NMFS
3. Any other documentation of formal consultation

**Next**

Next Question (6)

1. **For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

* Mitigation as follows will be implemented:

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Endangered Species Act in the [Mitigation Measure or Condition] column.

**Next**

Screen Summary

* No mitigation is necessary.

**Explain why mitigation will not be made here:**

Mandatory text box if user selected ‘no mitigation necessary’

Screen Summary

**Next**

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2030 - Environmental Justice (50/58)🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | “No adverse environmental impacts were identified in the project’s total environmental review. The project is in compliance with Executive Order 12898.” |
| 2 | No | “Adverse environmental impacts are not disproportionately high for low-income and/or minority communities. The project is in compliance with Executive Order 12898.” |
| 3 | [No Mitigation necessary] | “Adverse environmental impacts that are disproportionately high for low-income and/or minority communities have been identified. **No** mitigation is necessary for the project to be in compliance with Executive Order 12898. See supporting documentation for details.” |
| 3 | [Mitigation is required] | “Adverse environmental impacts that are disproportionately high for low-income and/or minority communities have been identified. **With mitigation**, identified in the mitigation section of this review, the project will be in compliance with Executive Order 12898.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Determine if the project creates adverse environmental impacts upon a low-income or minority community. If it does, engage the community in meaningful participation about mitigating the impacts or move the project. | Executive Order 12898 |  |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/environmental-justice | | |

**HUD strongly encourages starting the Environmental Justice analysis only after all other laws and authorities, including Environmental Assessment factors if necessary, have been completed.**

1. **Were any adverse environmental impacts identified in any other compliance review portion of this project’s total environmental review?**

* Yes

Next Question (2)

**Next**

* No

**Next**

Screen Summary

1. **Were these adverse environmental impacts disproportionately high for low-income and/or minority communities?**

* Yes

Explain:

Mandatory Text box

Upload any supporting documentation in the Screen Summary at the conclusion of this screen.

**Next**

Next Question (3)

* No

Explain:

Mandatory Text box

Upload any supporting documentation in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

1. **All adverse impacts should be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

* Mitigation as follows will be implemented:

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Environmental Justice in the [Mitigation Measure or Condition] column.

**Next**

Next Question (4)

* No mitigation is necessary.

**Explain why mitigation will not be made here:**

Mandatory text box if user selected ‘no mitigation necessary’

**Next**

Next Question (4)

1. **Describe how the affected low-income or minority community was engaged or meaningfully involved in the decision on what mitigation actions, if any, will be taken.**

Explain:

Mandatory Text box

Upload any supporting documentation in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2035 - Farmlands Protection (50/58)🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | ”This project does not include any activities that could potentially convert agricultural land to a non-agricultural use. The project is in compliance with the Farmland Protection Policy Act.” |
| 2 | Yes | “This project includes activities that could potentially convert agricultural land to a non-agricultural use, but an exemption applies. The project is in compliance with the Farmland Protection Policy Act.” |
| 3 | No | “The project includes activities that could convert agricultural land to a non-agricultural use, but “prime farmland,” “unique farmland,” or “farmland of statewide or local importance” regulated under the Farmland Protection Policy Act does not occur on the project site. The project is in compliance with the Farmland Protection Policy Act.” |
| 4 | [Project will proceed with mitigation] | “The project includes activities that could convert agricultural land to a non-agricultural use. “Prime farmland,” “unique farmland,” or “farmland of statewide or local importance” regulated under the Farmland Protection Policy Act occurs on the project site. Form AD-1006, “Land Evaluation and Site Assessment” has been completed. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Farmland Protection Policy Act.” |
| 4 | [Project will proceed without mitigation] | “The project includes activities that could convert agricultural land to a non-agricultural use. “Prime farmland,” unique farmland,” or “farmland of statewide or local importance” regulated under the Farmland Protection Policy Act occurs on the project site. Form AD-1006, “Land Evaluation and Site Assessment” has been completed. The project may proceed without mitigation and be in compliance with the Farmland Protection Policy Act.” |

Start of Screen here and display the following note in red font at top of screen:

**“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”**

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| The Farmland Protection Policy Act (FPPA) discourages federal activities that would convert farmland to nonagricultural purposes. | Farmland Protection Policy Act of 1981 (7 U.S.C. 4201 et seq.) | [7 CFR Part 658](http://www.access.gpo.gov/nara/cfr/waisidx_11/7cfr658_11.html) |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/farmlands-protection | | |

1. **Does your project include any activities, including new construction, acquisition of undeveloped land or conversion, that could convert agricultural land[[34]](#footnote-36) to a non-agricultural use?**

* Yes

**Next**

Next Question (2)

* No

If your project includes new construction, acquisition of undeveloped land or conversion, explain how you determined that agricultural land would not be converted:

Optional Text box

Upload any supporting documentation in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

1. **Does your project meet one of the following exemptions?**

* Project on land already in or committed to urban development**[[35]](#footnote-37)** or used for water storage. (7 CFR 658.2(a))
* Construction limited to on-farm structures needed for farm operations.
* Construction limited to new minor secondary (accessory) structures such as a garage or storage shed
* Yes

Upload any documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* No

**Next**

Next Question (3)

1. **Does “important farmland,” including prime farmland,[[36]](#footnote-38) unique farmland,[[37]](#footnote-39) or farmland of statewide or local importance[[38]](#footnote-40) regulated under the Farmland Protection Policy Act, occur on the project site?**

You may use the links below to determine important farmland occurs on the project site:

* Utilize USDA Natural Resources Conservation Service’s (NRCS) Web Soil Survey <http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm>
* Check with your city or county’s planning department and ask them to document if the project is on land regulated by the FPPA (zoning important farmland as non-agricultural does not exempt it from FPPA requirements)
* Contact NRCS at the local USDA service center <http://offices.sc.egov.usda.gov/locator/app?agency=nrcs> or your NRCS state soil scientist <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/contact/states/> for assistance
* No

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes

**Next**

Next Question (4)

1. **Consider alternatives to completing the project on important farmland and means of avoiding impacts to important farmland.**

* Complete form **AD-1006**, “Farmland Conversion Impact Rating” <http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1045394.pdf>[[39]](#footnote-41) and contact the state soil scientist before sending it to the local NRCS District Conservationist.

(NOTE: for corridor type projects,[[40]](#footnote-42) use instead form **NRCS-CPA-106**, "Farmland Conversion Impact Rating for Corridor Type Projects: <http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb1045395.pdf>)

* Work with NRCS to minimize the impact of the project on the protected farmland. When you have finished with your analysis, return a copy of form AD-1006 (or form NRCS-CPA-106 if applicable)to the USDA-NRCS State Soil Scientist or his/her designee informing them of your determination.[[41]](#footnote-43)

**Document your conclusion:**

* Project will proceed with mitigation.

**Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review:**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Farmlands Protection in the [Mitigation Measure or Condition] column.

Upload form AD-1006 and all other documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* + Project will proceed without mitigation.

**Explain why mitigation will not be made here:**

Mandatory Text box to explain why mitigation will not be made here

Upload form AD-1006 and all other documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

**2040 - Flood Insurance (50/58) 🗹**

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Any maps uploaded in Question 2 should be automatically also uploaded to Question 2 in **Screen 2046 – Floodplain Management** and made visible as an attachment when calling up the screen and vice versa. Meaning if the user uploaded a file to screen 2046 Question 2 prior to accessing this screen the file upload with be made visible here.

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | “Based on the project description the project includes no activities that would require further evaluation under this section. The project does not require flood insurance or is excepted from flood insurance. While flood insurance may not be mandatory in this instance, HUD recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP).The project is in compliance with Flood Insurance requirements.” |
| 2 | No | “The structure or insurable property is not located in a FEMA-designated Special Flood Hazard Area. While flood insurance may not be mandatory in this instance, HUD recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP).The project is in compliance with flood insurance requirements.” |
| 3 | Yes, the community is participating in the National Flood Insurance Program | “The structure or insurable property is located in a FEMA-designated Special Flood Hazard Area. The community is participating in the National Flood Insurance Program. For loans, loan insurance or guarantees, the amount of flood insurance coverage must at least equal the outstanding principal balance of the loan or the maximum limit of coverage made available under the National Flood Insurance Program, whichever is less.  For grants and other non-loan forms of financial assistance, flood insurance coverage must be continued for the life of the building irrespective of the transfer of ownership. The amount of coverage must at least equal the total project cost or the maximum coverage limit of the National Flood Insurance Program, whichever is less. With flood insurance the project is in compliance with flood insurance requirements.” |
| 3 | Yes, less than one year has passed since FEMA notification of Special Flood Hazards | “The structure or insurable property is located in a FEMA-designated Special Flood Hazard Area. Less than one year has passed since FEMA notification of Special Flood Hazards. Flood insurance is not required. While flood insurance may not be mandatory in this instance, HUD recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP). The project is in compliance with flood insurance requirements.” |

Mitigations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Screen 5000 – Mitigation Measures and Conditions** under Flood Insurance in the [Mitigation Measure or Condition] column. |
| 3 | Yes, the community is participating in the National Flood Insurance Program | “For loans, loan insurance or guarantees, the amount of flood insurance coverage must at least equal the outstanding principal balance of the loan or the maximum limit of coverage made available under the National Flood Insurance Program, whichever is less. For grants and other non-loan forms of financial assistance, flood insurance coverage must be continued for the life of the building irrespective of the transfer of ownership. The amount of coverage must at least equal the total project cost or the maximum coverage limit of the National Flood Insurance Program, whichever is less.” |
| 4 | Yes/No | [no effect – use rules above] |
|  |  |  |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Certain types of federal financial assistance may not be used in floodplains unless the community participates in National Flood Insurance Program and flood insurance is both obtained and maintained. | Flood Disaster Protection Act of 1973 as amended (42 USC 4001-4128) | 24 CFR 50.4(b)(1) and 24 CFR 58.6(a) and (b); 24 CFR 55.1(b). |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/flood-insurance | | |

1. **Does this project involve mortgage insurance, refinance, acquisition, repairs, rehabilitation, or construction of a structure, mobile home, building, or insurable personal property[[42]](#footnote-44)?**

* No. This project does not require flood insurance or is **excepted**[[43]](#footnote-45) from flood insurance.

**Next**

Next Question (4)

* Yes

**Next**

Next Question (2)

1. **Upload a FEMA/FIRM map showing the site here: [mandatory upload]**

[Auto-populate upload for 2046 - Floodplain Management, Question 2 or auto-populate from 2046 –Floodplain Management, Question 2.]

The Federal Emergency Management Agency (FEMA) designates floodplains. The [FEMA Map Service Center](http://www.msc.fema.gov) provides this information in the form of FEMA Flood Insurance Rate Maps (FIRMs). For projects in areas not mapped by FEMA, use the best available information[[44]](#footnote-46) to determine floodplain information.  Include documentation, including a discussion of why this is the best available information for the site. Provide FEMA/FIRM floodplain zone designation, panel number, and date within your documentation.

**Is the structure, part of the structure, or insurable property located in a FEMA-designated Special Flood Hazard Area?**

* No

**Next**

Next Question (4)

* Yes

**Next**

Next Question (3)

1. **Is the community participating in the National Flood Insurance Program *or* has less than one year passed since FEMA notification of Special Flood Hazards?**

* Yes, the community is participating in the National Flood Insurance Program.

For loans, loan insurance or loan guarantees, flood insurance coverage must be continued for the term of the loan. For grants and other non-loan forms of financial assistance, flood insurance coverage must be continued for the life of the building irrespective of the transfer of ownership. The amount of coverage must equal the total project cost or the maximum coverage limit of the National Flood Insurance Program, whichever is less

Upload a copy of the flood insurance policy declaration or a paid receipt for the current annual flood insurance premium and a copy of the application for flood insurance in the Mitigation Follow-Up section of this review when available.

**Next**

Screen Summary

* Yes, less than one year has passed since FEMA notification[[45]](#footnote-47) of Special Flood Hazards.

If less than one year has passed since notification of Special Flood Hazards, no flood insurance is required.

**Next**

Next Question (4)

* No. The community is not participating, or its participation has been suspended.

Cancel the project at this location. Federal assistance may not be used at this location.

**Nex**t

To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

1. **While flood insurance is not mandatory for this project, HUD strongly recommends that all insurable structures maintain flood insurance under the National Flood Insurance Program (NFIP). Will flood insurance be required as a mitigation measure or condition?**

* No.

**Next**

Screen Summary

* Yes

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Cancel Review**

**Save and Return to Summary**

## 2045 - Floodplain Management (50/58) 🗹

#### General Comments

Business Rules:

This screen used to be 2045 – Floodplain Management. After a regulation change in Fall 2013 it became screen 2046 – Floodplain Management. After an additional regulation change, an additional version of this screen became available in the version 11.30 release in some cases: screen 2047 – Floodplain Management.

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Uploads in question 2 **on 2046** should be auto-populated from uploads provided in question 2 in **Screen 2040 – Flood Insurance** and vice versa.

Due to the additional regulatory change, new Floodplain Management rules take effect with release 11.30 for reviews that have not been completed yet that will require a new version of this screen (2047 - Floodplain Management). This regulatory change comes with a short "grace period" for some HUD Programs (see below for the list), and a hard "cutoff date" of 1/1/2025 for ALL HUD Programs. Therefore, regardless of the current date, reviews Completed before the 11.30 release will continue to show the existing 2046 - Floodplain Management screen within the application, and any Generated .docx files, and if appropriate, this also includes links on screens: 2005 - Related Laws and Authorities, 5000 - Mitigation Measures, and 7000 - Mitigation Follow-Up. Reviews Completed after the 11.30 release, but before the cutoff date will continue to show whichever version of the screen the user opted for before the cutoff date (assuming they were able to opt out), and if appropriate, this also includes links on screens: 2005 - Related Laws and Authorities, 5000 - Mitigation Measures, and 7000 - Mitigation Follow-Up. Once the cutoff date hits, any reviews which are In Progress will be shown the new version of this screen, and the ability to opt for the old 2046 - Floodplain Management screen will not be presented.

After the version 11.30 release, if a review is In Progress and falls into the category that allows the user to opt out of using the new 2047 - Floodplain Management screen, and it is before the cutoff date, the opt out choice will only be presented to the user as a "one time" choice. Should the user decide that they made an error in their choice, they will have to submit an AAQ to have a SPUFI run to change it to the other choice. **Only reviews which have ONLY HUD Programs which CAN opt out will be allowed this one time opt out choice**. The list of which HUD Programs can opt out will be stored in a new SCREEN\_2047\_HUD\_PGM\_OPT\_OUT\_LIST property in the SYSTEM\_CONFIG table in the database so it can be updated via SPUFI, and so it can be read at runtime by the application.

For the rules above about opting out, and if appropriate, only Reviews which have at least one HUD Program selected on the 1105 – Initial Screen can opt out, but only if ALL of the HUD Programs selected for that review are in the following list (note: as mentioned above, the list can be changed via SPUFI):

|  |  |
| --- | --- |
| **ID** | **HUD Program Name** |
| 6 | Housing: Multifamily FHA |
| \*\*8 | Rental Assistance Demonstration (RAD) **but only for Part 50** |
| 10 | Housing: Healthcare - Office of Residential Care Facilities (ORCF) |
| 11 | Housing: Healthcare - Office of Hospital Facilities |
| 12 | Housing: Multifamily Supportive Housing |
| 14 | Housing: Multifamily Asset Management |
| 16 | Housing: Green and Resilient Retrofit Program (GRRP) |

\* The extended compliance date for Single Family only applies to Part 200 regulations, which are not captured in HEROS. And any Single Family reviews in HEROS will not trigger Part 55.

\*\* RAD Part 58 reviews are not eligible for the extended compliance date.

Additionally, for the version 11.30 release, should any of these actions occur - which causes the need to switch which screen is shown, **the data - including the “one time” opt out choice if it was set - will be wiped out for the existing screen (just like we do with 2076/2077), but we may show the user some kind of a “Are you sure?” warning that lets them cancel the operation (unlike how we do it with 2076/2077)**:

* Before the cutoff date, the User changes a HUD Program to one that cannot opt out on 1105 – Initial Screen and they previously opted out.
* Before the cutoff date, the User removes all HUD Programs on 1105 – Initial Screen and they previously opted out.
* Before the cutoff date, the User adds a HUD Program that cannot opt out on 1105 – Initial Screen but they previously opted out.
* Before the cutoff date, the User requests a SPUFI to change their one time opt out choice from opted out to not opted out.
* After the cutoff date, the User requests a SPUFI to change their one time opt out choice from opted out to not opted out (would require the review be put back In Progress?).
* Before the cutoff date, the User requests a SPUFI to change their one time opt out choice from not opted out to opted out.
* After the cutoff date, the User requests a SPUFI to put a review In Progress (i.e. 2046 no longer valid).
* One interesting case would be before the cutoff date, where the User visited the Floodplain screen before, then they go from zero HUD Programs to only HUD Programs that can opt out on the 1105 – Initial Screen, then go back to the Floodplain screen. They were never given the choice of opting out before because they couldn’t, but now they can, so the next time they visit the Floodplain screen, it should allow them to opt out, but if they do, that would also need to reset the data as well for the old screen.
* After the cutoff date, any review that is In Progress, and had previously opted out, will be have the old data wiped out, and the user will automatically be shown the new screen (which will not have any data).
* TBD: Others?

Note that while there may be a stored procedure which does the work of altering the data, and we can call that via SPUFI as needed if we run into additional cases, the code itself may need to be altered to perform the data correction in the cases above (whether it calls that stored procedure as well or not).

For the 2046 - Floodplain Management screen, there are 4 selections in question 2 (Floodway, Coastal High Hazard Area, 100-year Floodplain and 500-year Floodplain). Each selection sends the user to the appropriate section for the next set of questions. The answers in the **first** Compliance Determinations table below are answers with multiple options for question 2. The first answer is the answer to question 2, then the sub-selection in the following appropriate sections as the next answers given.

2046 - Floodplain Management screen Compliance Determinations Table (for reviews Completed before version 11.30 release or for reviews which opted for the old regulations and were Completed before the 1/1/2025 cutoff date):

| Question # | Answer(s) | Compliance Determination |
| --- | --- | --- |
| 1 | 55.12(c)(3) The approval of financial assistance for restoring and preserving the natural and beneficial functions and values of floodplains and wetlands, including through acquisition of such floodplain and wetlands property, but only if:  (i) The property is cleared of all existing structures and related improvements;  (ii) The property is dedicated for permanent use for flood control, wetlands protection, park land, or open space; and  (iii) A permanent covenant or comparable restriction is placed on the property's continued use to preserve the floodplain or wetlands from future development. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(3), The approval of financial assistance for restoring and preserving the natural and beneficial functions and values of floodplains and wetlands, including through acquisition of such floodplain and wetlands property, but only if:  (i) The property is cleared of all existing structures and related improvements;  (ii) The property is dedicated for permanent use for flood control, wetlands protection, park land, or open space; and  (iii) A permanent covenant or comparable restriction is placed on the property's continued use to preserve the floodplain or wetlands from future development.” |
| 1 | 55.12(c)(4) An action involving a repossession, receivership, foreclosure, or similar acquisition of property to protect or enforce HUD's financial interests under previously approved loans, grants, mortgage insurance, or other HUD assistance. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(4), an action involving a repossession, receivership, foreclosure, or similar acquisition of property to protect or enforce HUD's financial interests under previously approved loans, grants, mortgage insurance, or other HUD assistance.” |
| 1 | 55.12(c)(5) Policy-level actions described at 24 CFR 50.16 that do not involve site-based decisions. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(5), Policy-level actions described at 24 CFR 50.16 that do not involve site-based decisions.” |
| 1 | 55.12(c)(6) A minor amendment to a previously approved action with no additional adverse impact on or from a floodplain or wetland. | “The following exception applies, so the project is in compliance with Executive Order 11988: A minor amendment to a previously approved action with no additional adverse impact on or from a floodplain or wetland.” |
| 1 | 55.12(c)(7) HUD's approval of a project site, an incidental portion of which is situated in an adjacent floodplain or wetland, but only if all of the following apply:  (i) The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, or other similar activities) do not occupy or modify the 100-year floodplain (or the 500-year floodplain for Ccritical Aactions) or the wetland;  (ii) Appropriate provision is made for site drainage, that would not have an adverse effect on a wetland; and  (iii) A permanent covenant or comparable restriction is placed on the property's continued use to preserve the floodplain. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(7), HUD’s approval of a project site, an incidental portion of which is situated in an adjacent floodplain when the proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100-year floodplain or the 500-year floodplain (for Critical Actions), appropriate provision is made for site drainage, and a covenant or comparable restriction is placed on the property’s continued use to preserve the floodplain.” |
| 1 | 55.12(c)(8) HUD's approval of financial assistance for a project on any nonwetland site in a floodplain for which FEMA has issued: (i) A final Letter of Map Amendment (LOMA) or final Letter of Map Revision (LOMR) that removed the property from a FEMA-designated floodplain location; or (ii) A conditional LOMA or conditional LOMR if the HUD approval is subject to the requirements and conditions of the conditional LOMA or conditional LOMR. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(8), HUD's approval of financial assistance for a project on any site in a floodplain for which FEMA has issued: (i) A final Letter of Map Amendment (LOMA) or final Letter of Map Revision (LOMR) that removed the property from a FEMA-designated floodplain location; or (ii) A conditional LOMA or conditional LOMR if the HUD approval is subject to the requirements and conditions of the conditional LOMA or conditional LOMR.” |
| 1 | 55.12(c)(9) Issuance or use of Housing Vouchers, Certificates under the Section 8 Existing Housing Program, or other forms of rental subsidy where HUD, the awarding community, or the public housing agency that administers the contract awards rental subsidies that are not project-based (i.e., do not involve site-specific subsidies). | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(9). Issuance or use of Housing Vouchers, Certificates under the Section 8 Existing Housing Program, or other forms of rental subsidy where HUD, the awarding community, or the public housing agency that administers the contract awards rental subsidies that are not project-based (i.e., do not involve site-specific subsidies).” |
| 1 | 55.12(c)(10) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and persons with disabilities. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(10), special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and persons with disabilities.” |
| 1 | 55.12(c)(11) The approval of financial assistance for acquisition, leasing, construction, rehabilitation, repair, maintenance, or operation of ships and other water-borne vessels that will be used for transportation or cruises and will not be permanently moored. | “The following exception applies, so the project is in compliance with Executive Order 11988: 55.12(c)(11), the approval of financial assistance for acquisition, leasing, construction, rehabilitation, repair, maintenance, or operation of ships and other water-borne vessels that will be used for transportation or cruises and will not be permanently moored.” |
| 2 | No | “This project does not occur in a floodplain. The project is in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No  and The 8-Step Process applies. | “This project is located in a 100-year floodplain. The 8-Step Process is required. With the 8-Step Process the project will be in compliance with Executive Order 11988.” |
|  | 100-year floodplain  3/No  and The 5-Step Process is applicable per 55.12(a)(1-4). | “This project is located in a 100-year floodplain. The 5-Step Process is applicable per 55.12(a)(1-4). With the 5-Step Process the project will be in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No  and 8-Step Process is inapplicable per 55.12(b)(1): HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway or coastal high hazard area | “This project is located in a 100-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(1), HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway or coastal high hazard area. The project is in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No  and 8-Step Process is inapplicable per 55.12(b)(2): Financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(10). | “This project is located in a 100-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(2), financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(10). The project is in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No  and 8-Step Process is inapplicable per 55.12(b)(3): HUD actions involving the disposition of individual HUD-acquired, one- to four-family properties. | “This project is located in a 100-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(3), HUD actions involving the disposition of individual HUD-acquired, one- to four-family properties. The project is in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No  and 8-Step Process is inapplicable per 55.12(b)(4): HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. | “This project is located in a 100-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(4) HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. The project is in compliance with Executive Order 11988.” |
| 2 | 100-year floodplain  3/No and 8-Step Process is inapplicable per 55.12(b)(5) | “This project is located in a 100-year floodplain and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is inapplicable per 55.12(b)(5) The approval of financial assistance to lease an existing structure located within the floodplain, but only if—  (i) The structure is located outside the floodway or Coastal High Hazard Area, and is in a community that is in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24);  (ii) The project is not a critical action; and  (iii) The entire structure is or will be fully insured or insured to the maximum under the NFIP for at least the term of the lease.” |
| 2 | Coastal High Hazard Area  5/8-Step Process applies | “This project is located in a coastal high hazard area and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is required. The project is required to meet the requirements of 44 CFR 60.3(e) to be in compliance with Executive Order 11988.” |
| 2 | Coastal High Hazard Area  5-Step Process is applicable per 55.12(a)(1-4), | “This project is located in a coastal high hazard area and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 5-Step Process is required. The project is required to meet the requirements of 44 CFR 60.3(e) to be in compliance with Executive Order 11988.” |
| 2 | Coastal High Hazard Area  5/8-Step Process is inapplicable per 55.12(b)(2) | “This project is located in a coastal high hazard area and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is inapplicable per 55.12(b)(2), financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(10). The project is in compliance with Executive Order 11988.” |
| 2 | Coastal High Hazard Area  5/8-Step Process is inapplicable per 55.12(b)(3) | “This project is located in a coastal high hazard area and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is inapplicable per 55.12(b)(3), HUD actions involving the disposition of individual HUD-acquired, one- to four-family properties. The project is in compliance with Executive Order 11988.” |
| 2 | Coastal High Hazard Area  5/8-Step Process is inapplicable per 55.12(b)(4) | “This project is located in a coastal high hazard area and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is inapplicable per 55.12(b)(4) HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. The project is in compliance with Executive Order 11988.” |
| 2 | 500-year floodplain  3/No | “The project is located in a 500-year floodplain. Based on the project description this project is not a critical action, so an 8-Step process is not required. The project is in compliance with Executive Order 11988. ” |
| 2 | 500-year floodplain  3/Yes  and if in next question 8-Step Process applies | “This project is located in a 500-year floodplain. The project is a critical action, so the 8-Step is required for the project to be in compliance with Executive Order 11988.” |
| 2 | 500-year floodplain  3/Yes  and if in next question 5-Step Process is applicable per 55.12(a)(1-4) is chosen | “This project is located in a 500-year floodplain. The project is a critical action, so the 5-Step Process is required for the project to be in compliance with Executive Order 11988.” |
| 2 | 500-year floodplain  3/Yes  and if in next question 8-Step Process is inapplicable per 55.12(b)(1) | “This project is located in a 500-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(1), HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway or coastal high hazard area. The project is in compliance with Executive Order 11988.” |
|  | 500-year floodplain  3/Yes  and if in next question 8-Step Process is inapplicable per 55.12(b)(2) | “This project is located in a 500-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(2), financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(10). The project is in compliance with Executive Order 11988.” |
|  | 500-year floodplain  3/Yes  and if in next question 8-Step Process is inapplicable per 55.12(b)(3) | “This project is located in a 500-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(3), HUD actions involving the disposition of individual HUD-acquired, one- to four-family properties. The project is in compliance with Executive Order 11988.” |
|  | 500-year floodplain  3/Yes  and if in next question 8-Step Process is inapplicable per 55.12(b)(4) | “This project is located in a 500-year floodplain. The 8-Step Process is inapplicable per 55.12(b)(4) HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. The project is in compliance with Executive Order 11988.” |
|  | 500-year floodplain  3/Yes  and if in next question 8-Step Process is inapplicable per 55.12(b)(5) | ““This project is located in a 100-year floodplain and is a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster. The 8-Step Process is inapplicable per 55.12(b)(5) The approval of financial assistance to lease an existing structure located within the floodplain, but only if—  (i) The structure is located outside the floodway or Coastal High Hazard Area, and is in a community that is in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24);  (ii) The project is not a critical action; and  (iii) The entire structure is or will be fully insured or insured to the maximum under the NFIP for at least the term of the lease.” |
| 2 | Floodway  3/Yes | “This project is located in a floodway. The project is a functionally dependent use, so an 8-Step Process is required. With the 8-Step Process the project will be in compliance with Executive Order 11988.” |

2047 - Floodplain Management screen Compliance Determinations Table (for reviews Completed after the 1/1/2025 cutoff date or completed after version 11.30 release, but before the cutoff date and where the user opted for the new version of the screen, if eligible):

|  |  |  |
| --- | --- | --- |
| **Code** | **State** | **Compliance Determination** |
| Q1Y-C1 | Is exempt (Q1Y + citation 1) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(a) HUD-assisted activities described in 24 CFR 58.34 and 58.35(b).” |
| Q1Y-C2 | Is exempt (Q1Y + citation 2) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(b) HUD-assisted activities described in 24 CFR 50.19, except as otherwise indicated in § 50.19.” |
| Q1Y-C3 | Is exempt (Q1Y + citation 3) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(c) The approval of financial assistance for restoring and preserving the natural and beneficial functions and values of floodplains and wetlands, including through acquisition of such floodplain and wetland property, where a permanent covenant or comparable restriction is placed on the property's continued use for flood control, wetland protection, open space, or park land, but only if:  (1) The property is cleared of all existing buildings and walled structures; and  (2) The property is cleared of related improvements except those which:  (i) Are directly related to flood control, wetland protection, open space, or park land (including playgrounds and recreation areas);  (ii) Do not modify existing wetland areas or involve fill, paving, or other ground disturbance beyond minimal trails or paths; and  (iii) Are designed to be compatible with the beneficial floodplain or wetland function of the property.” |
| Q1Y-C4 | Is exempt (Q1Y + citation 4) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(d) An action involving a repossession, receivership, foreclosure, or similar acquisition of property to protect or enforce HUD's financial interests under previously approved loans, grants, mortgage insurance, or other HUD assistance.” |
| Q1Y-C5 | Is exempt (Q1Y + citation 5) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(e) Policy-level actions described at 24 CFR 50.16 that do not involve site-based decisions.” |
| Q1Y-C6 | Is exempt (Q1Y + citation 6) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(f) A minor amendment to a previously approved action with no additional adverse impact on or from a floodplain or wetland.” |
| Q1Y-C7 | Is exempt (Q1Y + citation 7) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(g) HUD's or the responsible entity's approval of a project site, an incidental portion of which is situated in the FFRMS floodplain (not including the floodway, LiMWA, or coastal high hazard area), but only if:  (1) The proposed project site does not include any existing or proposed buildings or improvements that modify or occupy the FFRMS floodplain except de minimis improvements such as recreation areas and trails; and  (2) The proposed project will not result in any new construction in or modifications of a wetland.” |
| Q1Y-C8 | Is exempt (Q1Y + citation 8) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(h) Issuance or use of Housing Vouchers or other forms of rental subsidy where HUD, the awarding community, or the public housing agency that administers the contract awards rental subsidies that are not project-based (i.e., do not involve site-specific subsidies).” |
| Q1Y-C9 | Is exempt (Q1Y + citation 9) | “The following exception applies, therefore the project is in compliance with Executive Orders 11988 and 13690: 55.12(i) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and persons with disabilities.” |
| Q5N | Is not in a FFRMS floodplain (Q5N) | “This project does not occur in the FFRMS floodplain. The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C1 | 8 Step N/A (Q7N8 + citation 1) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(a), HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway or coastal high hazard area. The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C2 | 8 Step N/A (Q7N8 + citation 2) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(b), financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(12). The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C3 | 8 Step N/A (Q7N8 + citation 3) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(c), HUD or a recipient's actions involving the disposition of individual HUD or recipient held, one- to four-family properties. The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C4 | 8 Step N/A (Q7N8 + citation 4) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(d), HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573), where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance. The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C5 | 8 Step N/A (Q7N8 + citation 5) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(e), the approval of financial assistance to lease units within an existing structure located within the floodplain, but only if:  (1) The structure is located outside the floodway or coastal high hazard area, and is in a community that is in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24);  (2) The project is not a critical action; and  (3) The entire structure is or will be fully insured or insured to the maximum extent available under the NFIP for at least the term of the lease.  The project is in compliance with Executive Orders 11988 and 13690.” |
| Q7N8-C6 | 8 Step N/A (Q7N8 + citation 6) | “This project is located in the FFRMS floodplain. The 8-Step Process is inapplicable per 55.13(f), special projects for the purpose of improving efficiency of utilities or installing renewable energy that involve the repair, rehabilitation, modernization, weatherization, or improvement of existing structures or infrastructure, do not meet the thresholds for “substantial improvement” under § 55.2(b)(12), and do not include the installation of equipment below the FFRMS floodplain elevation. The project is in compliance with Executive Orders 11988 and 13690.” |
| Q8E | Mitigation (Q8 + Explain entered) | This project is located in the FFRMS floodplain. The 8-Step or 5-Step Process is required. With the 8-Step or 5-Step Process the project will be in compliance with Executive Orders 11988 and 13690. |

#### 2046 – Floodplain Management (50/58)

Also See General Comments Above.

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Executive Order 11988, Floodplain Management, requires Federal activities to avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable. | Executive Order 11988  \*Executive Order 13690  \*42 USC [4001-4128](https://www.govinfo.gov/link/uscode/42/4001)  \*42 USC 5154a  \*=only applies to screen 2047 and not 2046 | 24 CFR 55 |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/floodplain-management | | |

1. **Do any of the following exceptions apply? Select the applicable citation.**

[only one selection possible]

**Next**

Screen Summary

* *55.12(c)(3)* The approval of financial assistance for restoring and preserving the natural and beneficial functions and values of floodplains and wetlands, including through acquisition of such floodplain and wetlands property, but only if:

(i) The property is cleared of all existing structures and related improvements;

(ii) The property is dedicated for permanent use for flood control, wetlands protection, park land, or open space; and

(iii) A permanent covenant or comparable restriction is placed on the property's continued use to preserve the floodplain or wetlands from future development.

Upload covenant or comparable restriction in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

* *55.12(c)(4)* An action involving a repossession, receivership, foreclosure, or similar acquisition of property to protect or enforce HUD's financial interests under previously approved loans, grants, mortgage insurance, or other HUD assistance.

**Next**

Screen Summary

* *55.12(c)(5)* Policy-level actions described at 24 CFR 50.16 that do not involve site-based decisions.

**Next**

Screen Summary

* *55.12(c)(6)* A minor amendment to a previously approved action with no additional adverse impact on or from a floodplain.

Screen Summary

**Next**

* *55.12(c)(7)* HUD's approval of a project site, an incidental portion of which is situated in an adjacent floodplain, but only if all of the following apply:
  1. The proposed construction and landscaping activities (except for minor grubbing, clearing of debris, pruning, sodding, seeding, etc.) do not occupy or modify the 100-year floodplain or the 500-year floodplain (for Critical Actions); Appropriate provision is made for site drainage; and
  2. A covenant or comparable restriction is placed on the property's continued use to preserve the floodplain.

Upload your documentation of compliance with this requirement in the Screen Summary at the conclusion of this screen. This includes a FIRM showing that the floodplain is incidental, the drainage provision, and the covenant or property restriction. Use the following textbox to enter any explanations.

If *55.12(c)(7)* selected: Optional Text Box

**Next**

Screen Summary

* *55.12(c)(7)* An action for interim assistance, assistance under the section 232(i) Fire Safety Equipment Loan Insurance Program, or emergency activities involving imminent threats to health and safety, and limited to necessary protection, repair or restoration activities to control the imminent risk or damage.

**Next**

Screen Summary

* *55.12(c)(8)* HUD's approval of financial assistance for a project on any nonwetland site in a floodplain for which FEMA has issued:

(i) A final Letter of Map Amendment (LOMA) or final Letter of Map Revision (LOMR) that removed the property from a FEMA-designated floodplain location; or

(ii) A conditional LOMA or conditional LOMR if the HUD approval is subject to the requirements and conditions of the Conditional LOMA (CLOMA) or Conditional LOMR (CLOMR).

Upload LOMA/ LOMR/ CLOMA/ CLOMR in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

* *55.12(c)(9)* Issuance or use of Housing Vouchers, Certificates under the Section 8 Existing Housing Program, or other forms of rental subsidy where HUD, the awarding community, or the public housing agency that administers the contract awards rental subsidies that are not project-based (i.e., do not involve site-specific subsidies).

Screen Summary

**Next**

* *55.12(c)(10)* Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and persons with disabilities.

Screen Summary

**Next**

* *55.12(c)(11)* The approval of financial assistance for acquisition, leasing, construction, rehabilitation, repair, maintenance, or operation of ships and other water-borne vessels that will be used for transportation or cruises and will not be permanently moored.

Screen Summary

**Next**

* None of the above

**Next**

Next question (2)

1. **Upload a FEMA FIRM (or ABFE) map showing the site here: [mandatory upload,** if there is no file uploaded here the user should not be able to move on, meaning [Save and Continue] will not allow the user to navigate back to the Screen Summary]

[Auto-populate upload from **2040 – Flood Insurance**, Question 2, or auto-populate to **2040 – Flood Insurance** if this screen is accessed first.]

The Federal Emergency Management Agency (FEMA) designates floodplains. The FEMA Map Service Center provides this information in the form of FEMA Flood Insurance Rate Maps (FIRMs) or Advisory Base Flood Elevations (ABFEs). When FEMA provides ABFEs or preliminary FIRMs and studies, HUD or the responsible entity must use the latest of these sources unless the ABFE or preliminary FIRM allows a lower Base Flood Elevation (BFE) than the current FIRM and Flood Insurance Study (FIS) (see 55.2(b)(1)). For projects in areas not mapped by FEMA, use the **best available information**[[46]](#footnote-48) to determine floodplain information. Include documentation, including a discussion of why this is the best available information for the site.

Does your project occur in a floodplain?

* + No

**Next**

Screen Summary

* Yes

Select the applicable floodplain using the FEMA map or the best available information:

* + Floodway[[47]](#footnote-49)

**Next**

Next Question (Floodways)

* + Coastal High Hazard Area (V Zone)[[48]](#footnote-50)

Next Question (Coastal High Hazard Area)

**Next**

* + 100-year floodplain (A Zone)[[49]](#footnote-51)

Next Question (8-Step Process)

**Next**

* + 500-year floodplain (B Zone or shaded X Zone)[[50]](#footnote-52)

Next Question (500-year Floodplains)

**Next**

**Coastal High Hazard Area**

**Is this a critical action, such as a hospital, nursing home, fire station, or police station[[51]](#footnote-53)?**

* Yes

Critical actions are prohibited in coastal high hazard areas. Federal assistance may not be used at this location. Unless the action is excepted at 24 CFR 55.12(c), you must either choose an alternate site or cancel the project.

* No

**Next**

Next Question

**Does this action include new construction that is not a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster?**

* This project includes new construction of something that is not a functionally dependent use.

New construction is prohibited in V Zones. (24 CFR 55.1(c)(3).

**Next**

Next Question: (8-Step Process)

* This action concerns only a functionally dependent use, existing construction (including improvements), or reconstruction following destruction caused by a disaster.

This construction must meet FEMA elevation and construction standards for a coastal high hazard area or other standards applicable at the time of construction.

Next Question: (8-Step Process)

**Next**

**500-year Floodplain**

**Is this a critical action,[[52]](#footnote-54)such as a hospital, nursing home, fire station, or police station ?**

* No

**Next**

Screen Summary

* Yes

**Next**

Next Question (8-Step Process), then to Mitigation

**Floodways**

**Is this a functionally dependent use[[53]](#footnote-55)?**

* Yes. The 8-Step Process is required.

Work with your HUD FEO to determine a way to satisfactorily continue with this project.

Mandatory Text Box

Upload a completed 8-Step Process in the Screen Summary at the conclusion of this screen. Be sure to include the early public notice and the final notice.

Next Question (Mitigation)

**Next**

* No

Federal assistance may not be used at this location *unless a 55.12(c) exception applies*. You must either choose an alternate site or cancel the project at this location.

**8-Step Process.**

**Does the 8-Step Process apply? Select one of the following options:**

* **8-Step Process applies.[[54]](#footnote-56)**

This project may require elevating structure or structures. See https://www.hudexchange.info/programs/environmental-review/floodplain-management/ for information on HUD’s elevation requirements.

Upload a completed 8-Step Process in the Screen Summary at the conclusion of this screen. Be sure to include the early public notice and the final notice.

Next Question (Mitigation)

**Next**

* **5-Step Process** is applicable per 55.12(a)(1-4). Provide documentation of 5-Step Process.

Upload a completed 5-Step Process in the Screen Summary at the conclusion of this screen.

Select the applicable citation: [only one can be selected]

* + *55.12(a)(1)* HUD actions involving the disposition of HUD-acquired multifamily housing projects or “bulk sales” of HUD-acquired one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24).

Next Question (Mitigation)

**Next**

* + *55.12(a)(2)* HUD's actions under the National Housing Act (12 U.S.C. 1701) for the purchase or refinancing of existing multifamily housing projects, hospitals, nursing homes, assisted living facilities, board and care facilities, and intermediate care facilities, in communities that are in good standing under the NFIP.

Next Question (Mitigation)

**Next**

* + *55.12(a)(3)* HUD's or the recipient’s actions under any HUD program involving the repair, rehabilitation, modernization, weatherization, or improvement of existing multifamily housing projects, hospitals, nursing homes, assisted living facilities, board and care facilities, intermediate care facilities, and one- to four-family properties, in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and are in good standing, provided that the number of units is not increased more than 20 percent, the action does not involve a conversion from nonresidential to residential land use, the action does not meet the thresholds for “substantial improvement” under § 55.2(b)(10), and the footprint of the structure and paved areas is not significantly increased.

Next Question (Mitigation)

**Next**

* + *55.12(a)(4)* HUD’s (or the recipient’s) actions under any HUD program involving the repair, rehabilitation, modernization, weatherization, or improvement of existing nonresidential buildings and structures, in communities that are in the Regular Program of the NFIP and are in good standing, provided that the action does not meet the thresholds for “substantial improvement” under § 55.2(b)(10) and that the footprint of the structure and paved areas is not significantly increased.

Next Question (Mitigation)

**Next**

* **8-Step Process** is inapplicable per 55.12(b)(1-5).

Select the applicable citation: [only one choice possible]

* [do not show if Coastal High Hazard Area was chosen in Q2] *55.12(b)(1)* HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway or coastal high hazard area.

Screen Summary

**Next**

* *55.12(b)(2)* Financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(10) [[55]](#footnote-57).

Screen Summary

**Next**

* *55.12(b)(3)* HUD actions involving the disposition of individual HUD-acquired, one- to four-family properties.

Screen Summary

**Next**

* *55.12(b)(4)* HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573) of loans that refinance existing loans and mortgages, where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance.

Screen Summary

**Next**

* [do not show if Coastal High Hazard Area was chosen in Q2]

*55.12(b)(5)* The approval of financial assistance to lease an existing structure located within the floodplain, but only if—

(i) The structure is located outside the floodway or Coastal High Hazard Area, and is in a community that is in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24);

(ii) The project is not a critical action; and

(iii) The entire structure is or will be fully insured or insured to the maximum under the NFIP for at least the term of the lease.

**Next**

Screen Summary

**Mitigation**

This project may require elevating structure or structures. See https://www.hudexchange.info/programs/environmental-review/floodplain-management/ for information on HUD’s elevation requirements.

Which of the following mitigation/minimization measures have been identified for this project in the 8-Step or 5-Step Process? Select all that apply.

* Permeable surfaces
* Natural landscape enhancements that maintain or restore natural hydrology
* Planting or restoring native plant species
* Bioswales
* Evapotranspiration
* Stormwater capture and reuse
* Green or vegetative roofs with drainage provisions
* Natural Resources Conservation Service conservation easements or similar easements
* Floodproofing of structures as allowable (e.g. non-residential floors)
* Elevating structures (including freeboard above the required base flood elevations)
* Other
* Cancel project at this location

To cancel the project at this location, please select the “Cancel Project” button at the bottom of this screen.

**OK**

**Next**

Explain:

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Floodplain Management in the [Mitigation Measure or Condition] column.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

The following suggested language is based on your responses in this section. You are encouraged to edit this language to reflect any additional information that you would like to convey regarding your project’s compliance with this section, including project-specific information, details of consultation or references cited, any additional requirements specific to your region, etc.

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

#### 2047 – Floodplain Management (50/58)

**[**DB REF: FED\_FLOODPLAIN\_MGMT.SHOW\_2046\_FLAG and getShow2046() in the code for notes**]**

Also See General Comments Above.

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Executive Order 11988, Floodplain Management, requires Federal activities to avoid impacts to floodplains and to avoid direct and indirect support of floodplain development to the extent practicable. | Executive Order 11988  \*Executive Order 13690  \*42 USC [4001-4128](https://www.govinfo.gov/link/uscode/42/4001)  \*42 USC 5154a  \*=only applies to screen 2047 and not 2046 | 24 CFR 55 |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/floodplain-management | | |

[note: this Question 1 is only shown if it is after the 11.30 release, and the review is In Progress, and only if the user has not selected to opt out before, and only if the review **ONLY** has Programs which **CAN** opt out (as indicated in the SCREEN\_2047\_HUD\_PGM\_OPT\_OUT\_LIST value in the SYS\_CONFIG table in the database), and it is before the 1/1/2025 cutoff date. Otherwise, all the other questions will be shown as expected for 2046 or 2047 (see above for rules as to when 2046 vs 2047 appear)]

1. **Would you like to utilize the delayed compliance date of January 1, 2025 and opt out of the 2024 revised Part 55 Floodplain Management Regulations? [**DB REF: answer tied to FED\_FLOODPLAIN\_MGMT.OPTED\_FOR\_2046\_FLAG**]**

Note: This is a one-time selection. You will need to submit an AAQ to change the selected version of the regulations. Additionally, if you opt out of the 2024 Regulations, you will have until January 1, 2025 to complete this Environmental Review using the 2013 version of the Regulations. After January 1, 2025, this screen will automatically convert to the 2024 revised Part 55 Floodplain Management Regulations unless the HEROS review is complete and certified.

m Yes

**Next**

Show 2046 Question 1

m No

Show 2047 Question 1

**Next**

1. **Does this project meet an exemption at** [**24 CFR 55.12**](https://www.ecfr.gov/current/title-24/subtitle-A/part-55)  **from compliance with HUD’s floodplain management regulations in Part 55? [**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT. EXEMPT\_FLAG**]**

m Yes

Select the applicable citation at [24 CFR 55.12](https://www.ecfr.gov/current/title-24/subtitle-A/part-55) and provide supporting documentation for the determination if applicable. **[**DB REF: answer tied toFED\_FLOODPLAIN\_MGMT. CITATION\_ID**]**

m (a) HUD-assisted activities described in 24 CFR 58.34 and 58.35(b). [55.12(c)(1)]

m (b) HUD-assisted activities described in 24 CFR 50.19, except as otherwise indicated in § 50.19. [55.12(c)(2)]

m (c) The approval of financial assistance for restoring and preserving the natural and beneficial functions and values of floodplains and wetlands, including through acquisition of such floodplain and wetland property, where a permanent covenant or comparable restriction is place on the property’s continued use for flood control, wetland projection, open space, or park land, but only if:

1. The property is cleared of all existing buildings and walled structures; and
2. The property is cleared of related improvements except those which:
   1. Are directly related to flood control, wetland protection, open space, or park land (including playgrounds and recreation areas);
   2. Do not modify existing wetland areas or involve fill, paving, or other ground disturbance beyond minimal trails or paths; and
   3. Are designed to be compatible with the beneficial floodplain or wetland function of the property

. [55.12(c)(3)]

m (d) An action involving a repossession, receivership, foreclosure, or similar acquisition of property to protect or enforce HUD's financial interests under previously approved loans, grants, mortgage insurance, or other HUD assistance. [55.12(c)(4)]

m (e) Policy-level actions described at 24 CFR 50.16 that do not involve site-based decisions. [55.12(c)(5)]

m (f) A minor amendment to a previously approved action with no additional adverse impact on or from a floodplain or wetland. [55.12(c)(6)]

m (g) HUD's or the responsible entity’s approval of a project site, an incidental portion of which is situated in the FFRMS floodplain (not including the floodway, LiMWA, or coastal high hazard area) but only if: (1) The proposed project site does not include any existing or proposed buildings or improvements that modify or occupy the FFRMS floodplain except de minimis improvements such as recreation areas and trails; and (2) the proposed project will not result in any new construction in or modifications of a wetland. [55.12(c)(7)]

m (h) Issuance or use of Housing Vouchers, or other forms of rental subsidy where HUD, the awarding community, or the public housing agency that administers the contract awards rental subsidies that are not project-based (i.e., do not involve site-specific subsidies). [55.12(c)(9)]

[continued on next page]

m (i) Special projects directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and persons with disabilities. [55.12(c)(10)]

Describe: [DB REF: answer tied to FED\_FLOODPLAIN\_MGMT.EXEMPT\_DESC**]**

Optional Text box, limited to 4000 characters

*Based on the response, the review is in compliance with this section. Continue to*

*the Screen Summary* at the bottom of this screen*.*

[note: use the appropriate Q1Y-CX Compliance Determination here (where X is the Citation selected above)]

Screen Summary

**Next**

m No

Continue to Critical Action Question.

* Next question (2)

**Next**

1. **Does the project include a Critical Action? Examples of Critical Actions include projects involving hospitals, fire and police stations, nursing homes, hazardous chemical storage, storage of valuable records, and utility plants. [**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.CRITICAL\_ACTION\_FLAG**]**

m Yes

Describe the Critical Action. Continue to [Critical Action] FFRMS Floodplain Extent Question.

Describe: **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.CRITICAL\_ACTION\_DESC**]**

Optional Text box, limited to 4000 characters

* Next question (4)

**Next**

m No

Continue to [Non-Critical Action] FFRMS Floodplain Extent Question.

* Next question (3)

**Next**

1. **Determine the extent of the FFRMS floodplain and provide mapping documentation in support of that determination** [for projects which do not include a Critical Action]**.**

The extent of the FFRMS floodplain can be determined using a Climate Informed Science Approach (CISA), 0.2 percent flood approach (0.2 PFA), or freeboard value approach (FVA). For projects in areas without available CISA data or without FEMA Flood Insurance Rate Maps (FIRMs), Flood Insurance Studies (FISs) or Advisory Base Flood Elevations (ABFEs), use the best available information[[56]](#footnote-58) to determine flood elevation. Include documentation and an explanation of why this is the best available information[[57]](#footnote-59) for the site. Note that newly constructed and substantially improved[[58]](#footnote-60) structures must be elevated to the FFRMS floodplain regardless of the approach chosen to determine the floodplain.

***Select one of the following three options:* [**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.NON\_CRITICAL\_FFRMS**]**

m CISA for non-critical actions. If using a local tool, data, or resources, ensure that the FFRMS elevation is higher than would have been determined using the 0.2 PFA or the FVA.

m 0.2-PFA. Where FEMA has defined the 0.2-percent-annual-chance floodplain, the FFRMS floodplain is the area that FEMA has designated as within the 0.2-percent-annual-chance floodplain.

m FVA. If neither CISA nor 0.2-PFA is available, for non-critical actions, the FFRMS floodplain is the area that results from adding two feet to the base flood elevation as established by the effective FIRM or FIS or — if available — a FEMA-provided preliminary or pending FIRM or FIS or advisory base flood elevations, whether regulatory or informational in nature. However, an interim or preliminary FEMA map cannot be used if it is lower than the current FIRM or FIS.

Continue to FFRMS Floodplain Question.

* Next question (5)

**Next**

1. **Determine the extent of the FFRMS floodplain and provide mapping documentation in support of that determination** [for projects which include a Critical Action]**.**

The extent of the FFRMS floodplain can be determined using a Climate Informed Science Approach (CISA), or the higher of the 0.2 percent flood approach (0.2 PFA), or freeboard value approach (FVA). For projects in areas without available CISA data or without FEMA Flood Insurance Rate Maps (FIRMs), Flood Insurance Studies (FISs) or Advisory Base Flood Elevations (ABFEs), use the best available information[[59]](#footnote-61) to determine flood elevation. Include documentation and an explanation of why this is the best available information[[60]](#footnote-62) for the site. Note that newly constructed and substantially improved structures[[61]](#footnote-63) must be elevated to the FFRMS floodplain regardless of the approach chosen to determine the floodplain.

***Select the appropriate option (if choosing 0.2-PFA or FVA, choose whichever is higher):***

**[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.CRITICAL\_FFRMS**]**

m Utilize CISA to determine the FFRMS floodplain for critical actions.

CISA for Critical Actions. If using a local tool, ensure that the FFRMS elevation provided is higher than the 0.2 PFA or 3’ above the base flood elevation.

m 0.2-PFA. Where FEMA has defined the 0.2-percent-annual-chance floodplain, the FFRMS floodplain is the area that FEMA has designated as within the 0.2-percent-annual-chance floodplain.

m FVA. For critical actions, the FFRMS floodplain is the area that results from adding three feet to the base flood elevation as established by the effective FEMA FIRM or FIS or — if available — a FEMA-provided preliminary or pending FIRM or FIS or advisory base flood elevations, whether regulatory or informational in nature. However, an interim or preliminary FEMA map cannot be used if it is lower than the current FIRM or FIS.

Continue to FFRMS Floodplain Question.

* Next question (5)

**Next**

1. **Does your project occur in the FFRMS floodplain? [**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.PROJ\_IN\_FLOODP\_FLAG**]**

m Yes

Continue to FFRMS Floodplain Category Question.

* Next question (6)

**Next**

m No

Review for floodplain management is complete. Continue to Screen Summary at the bottom of this screen.

[note: use the Q5N Compliance Determination here]

* Screen Summary

**Next**

1. **Is your project located in any of the floodplain categories below?**

Select all that apply: **[**DB REF:answers tied toFED\_FLOODPLAIN\_MGMT.FLOODPLAIN\_TYPE\_ID**]**

o Floodway. **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.FLOODWAY\_FLAG**]**

[if above is checked, show this, hide it otherwise]

Do the floodway exemptions at [55.8](https://www.ecfr.gov/current/title-24/subtitle-A/part-55) or [55.21](https://www.ecfr.gov/current/title-24/subtitle-A/part-55) apply?

m Yes **[**DB REF:answer inFED\_FLOODPLAIN\_MGMT. FLOODWAY\_EXEMPT\_FLAG**]**

m No

o Coastal High Hazard Area (V Zone) or Limit of Moderate Wave Action (LiMWA).

**[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.COASTAL\_FLAG**]**

[if above is checked, show this, hide it otherwise]

Do the exemptions at [55.8](https://www.ecfr.gov/current/title-24/subtitle-A/part-55) or [55.21](https://www.ecfr.gov/current/title-24/subtitle-A/part-55) apply?

m Yes **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.COASTAL\_EXEMPT\_FLAG**]**

m No

o None of the above. **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.FP\_NONE\_FLAG**]**

[checking anything other than None will uncheck None]

[checking None will uncheck everything else]

[if (floodways is checked and exempt but coastal not checked) or (floodways not checked but coastal is checked and exempt) or (both are checked and both are exempt) then display this:]

The 8-Step Process is required. Document mitigation measures necessary to meet the requirements in 55.8 or 55.21. Provide a completed 8-Step Process, including the early public notice and the final notice. Continue to the 8-Step Process Question.

[if None is the only one checked, then display this:]

Continue to the 8-Step Process Question.

* Next question (7)

**Next**

[if either Floodway OR Coastal are checked AND user answered No to either of their exemptions follow up question, then display this:]

**Federal assistance may not be used at this location. You must either choose an alternate site or cancel the project at this location**.

* Show this Dialog:

**Next**

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**OK**

1. **Does the 8-Step Process apply? Select one of the following options: [**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.PROCESS\_APPLY\_STEP\_ID**]**

m 8-Step Process is inapplicable per 55.13.

Select the applicable citation: **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT. PROCESS\_APPLY\_STEP\_CIT\_ID**]**

m (a) HUD's mortgage insurance actions and other financial assistance for the purchasing, mortgaging, or refinancing of existing one- to four-family properties in communities that are in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24), where the action is not a critical action and the property is not located in a floodway, coastal high hazard area, or LiMWA; [55.13(a)]

m (b) Financial assistance for minor repairs or improvements on one- to four-family properties that do not meet the thresholds for “substantial improvement” under § 55.2(b)(12); [55.13(b)]

m (c) HUD or a recipient's actions involving the disposition of individual HUD or recipient held, one- to four-family properties; [55.13(c)]

m (d) HUD guarantees under the Loan Guarantee Recovery Fund Program (24 CFR part 573), where any new construction or rehabilitation financed by the existing loan or mortgage has been completed prior to the filing of an application under the program, and the refinancing will not allow further construction or rehabilitation, nor result in any physical impacts or changes except for routine maintenance; [55.13(d)]

m (e) The approval of financial assistance to lease units within an existing structure located within the floodplain, but only if;

(1) The structure is located outside the floodway or coastal high hazard area, and is in a community that is in the Regular Program of the NFIP and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24);

(2) The project is not a critical action; and

(3) The entire structure is or will be fully insured or insured to the maximum extent available under the NFIP for at least the term of the lease.

[55.13(e)]

m (f) Special projects for the purpose of improving efficiency of utilities or installing renewable energy that involve the repair, rehabilitation, modernization, weatherization, or improvement of existing structures or infrastructure, do not meet the thresholds for “substantial improvement” under § 55.2(b)(12), and do not include the installation of equipment below the FFRMS floodplain elevation; [55.13(f)]

[if one is selected, display this:]

Based on the response, the review is in compliance with this section. Continue to Screen Summary at the bottom of this screen.

[note: use the appropriate Q7N8-CX Compliance Determination here (where X is the Citation selected above)]

* Screen Summary

**Next**

m 5-Step Process is applicable per 55.14.

Provide documentation of 5-Step Process. Select the applicable citation: **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.PROCESS\_APPLY\_STEP\_CIT\_ID**]**

m (a) HUD actions involving the disposition of HUD-acquired multifamily housing projects or “bulk sales” of HUD-acquired one- to four-family properties in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and in good standing (i.e., not suspended from program eligibility or placed on probation under 44 CFR 59.24). [55.14(a)]

m (b) HUD's actions under the National Housing Act (12 U.S.C. 1701) for the purchase or refinancing of existing multifamily housing projects, hospitals, nursing homes, assisted living facilities, board and care facilities, and intermediate care facilities, in communities that are in good standing under the NFIP. [55.14(b)]

m (c) HUD's or the recipient’s actions under any HUD program involving the repair, rehabilitation, modernization, weatherization, or improvement of existing multifamily housing projects, hospitals, nursing homes, assisted living facilities, board and care facilities, intermediate care facilities, and one- to four-family properties, in communities that are in the Regular Program of the National Flood Insurance Program (NFIP) and are in good standing, provided that the number of units is not increased more than 20 percent, the action does not involve a conversion from nonresidential to residential land use, the action does not meet the thresholds for “substantial improvement” under § 55.2(b)(10), and the footprint of the structure and paved areas is not increased by more than 20 percent. [55.14(c)]

m (d) HUD’s (or the recipient’s) actions under any HUD program involving the repair, rehabilitation, modernization, weatherization, or improvement of existing nonresidential buildings and structures, in communities that are in the Regular Program of the NFIP and are in good standing, provided that the action does not meet the thresholds for “substantial improvement” under § 55.2(b)(10) and that the footprint of the structure and paved areas is not increased by more than 20 percent. [55.14(d)]

m (e) HUD's or the recipient's actions under any HUD program involving the repair, rehabilitation, or replacement of existing nonstructural improvements including streets, curbs and gutters, where any increase of the total impervious surface area of the facility is de minimis. This provision does not include critical actions, levee systems, chemical storage facilities (including any tanks), wastewater facilities, or sewer lagoons. [55.14(e)]

[if one is selected, display this:]

Continue to Mitigation Question.

* Next question (8)

**Next**

m 8-Step Process applies.

Provide a completed 8-Step Process in the Screen Summary below, including the early public notice and the final notice. Continue to Mitigation Question.

* Next question (8)

**Next**

1. **Mitigation**

For the project to comply with this section, all adverse impacts must be mitigated. Explain in detail the measures that must be implemented to mitigate the impact or effect, including the timeline for implementation. Note: newly constructed and substantially improved structures within the FFRMS floodplain must be elevated to the FFRMS floodplain elevation or floodproofed, if applicable.

\*Explain: **[**DB REF:answer tied toFED\_FLOODPLAIN\_MGMT.OTHER\_MIT\_DESC**]**

Mandatory Text box, limited to 4000 characters

Which of the following if any mitigation/minimization measures have been identified for this project in the 8-Step or 5-Step Process? Select all that apply. **[**CODE REF:answers tied toFedFloodplainManagement.fedFloodplainMgmtMitList**]**

o Buyout and demolition or other supported clearance of floodplain structures.

o Insurance purchased in excess of statutory requirement under the Flood Disaster Protection Act of 1973.

o Permeable surfaces.

o Natural landscape enhancements that maintain or restore natural hydrology.

o Planting or restoring native plant species.

o Bioswales.

o Stormwater capture and reuse.

o Green or vegetative roofs with drainage provisions.

o Natural Resources Conservation Service conservation easements or similar easements.

o Floodproofing of structures as allowable (e.g. non-residential floors).

o Elevating structures (including freeboard above the required base flood elevations).

o Levee or structural protection from flooding.

o Channelizing or redefining the floodway or floodplain through a Letter of Map Revision (LOMR).

[if at least one is selected, display this:]

Based on the response, the review is in compliance with this section. Continue to Screen Summary at the bottom of this screen.

[note: if the user has entered text in the Explain text area above, then use the Q8E Compliance Determination here]

* Screen Summary

**Next**

**Screen Summary**

**Compliance Determination**

**Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:**

**• Map panel numbers and dates**

**• Names of all consulted parties and relevant consultation dates**

**• Names of plans or reports and relevant page numbers**

**• Any additional requirements specific to your region**

This box should contain one of the Compliance Determinations from the Compliance Determination chart(s) above in an editable format. Users should be able to input 4,000 characters in this box, or upload files if they need additional space.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

Only Responsible Entity (for Part 58) or HUD (for Part 50) Users may respond to this question. Ensure that this question is complete before finalizing the review.

m Yes

m No

**Save and Return to Summary**

**Cancel Review**

## 2050 – Historic Preservation (50/58) 🗹

**Business Rules:**

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

The sentence [Record contains confidential information] under the reference table is based on the user’s indication of sensitive information in the questions on this screen. It should only show up if the user indicated sensitive information is included in Step 3 and Step 4.

Rules for this checkbox are:

1. the user indicates in **Step 2 - Identify and Evaluate Historic Properties, Table 2 – APE Chart** in the last column that Sensitive Information is included
2. the user checks in **Step 3 – Assess Effects of the Project on Historic Properties** under any of the three options the box next to [Check here if this information is sensitive and must remain confidential]
3. the user checks in **Step 4 – Resolve Adverse Effects,** the box next to [Check here if this information is sensitive and must remain confidential]

If the Record is found to contain confidential information, no questions, answers, or uploads should display in this screen in Appendix A of the output. Instead, the following statement should appear under the header:

“This section contains sensitive information that has not been released to the general public.”

Compliance Determinations Table:

| Question # | Answer | Compliance Determination |
| --- | --- | --- |
| Checkbox | If checkbox indicating sensitive information is checked | “This section contains sensitive information relating to this project. For that reason, documentation is withheld from the public environmental review record.” |
| 1 | Option 1 | “Based on the project description the project is covered by a Programmatic Agreement that includes an applicable exemption that exempts this project from the requirements of Section 106. The project is in compliance with Section 106.” |
| 1 | Option 2 | “Based on the project description the project has No Potential to Cause Effects. The project is in compliance with Section 106.” |
| Step 3 | [No Historic Properties Affected] AND  [No historic properties present] | “Based on Section 106 consultation there are No Historic Properties Affected because there are no historic properties present. The project is in compliance with Section 106.” |
| Step 3 | [No Historic Properties Affected] AND  [Historic properties present, but project will have no effect upon them] | “Based on Section 106 consultation, there are No Historic Properties Affected because the project will have no effect on the historic properties that are present. The project is in compliance with Section 106.” |
| Step 3 | [No Adverse Effect] | “Based on Section 106 consultation the project will have No Adverse Effect on historic properties. Conditions: [if Yes, list from selections. If No, “None.”] Upon satisfactory implementation of the conditions, which should be monitored, the project is in compliance with Section 106.” |
| Step 4 | [Yes/Upload signed Memorandum of Agreement (MOA)] OR Standard Mitigation Measures Agreement (SMMA)] | “Based on Section 106 consultation the project will have an Adverse Effect on historic properties. With mitigation, as identified in the MOA or SMMA, the project will be in compliance with Section 106. Satisfactory implementation of the mitigation should be monitored.” |
| Step 4 | [No/“Head of the Agency” approves project with unresolved Adverse Effect(s)] AND [No conditions/mitigation necessary] | “The project will have an Adverse Effect on historic properties that has not been resolved through consultation. However, the Head of the Agency has approved the project without conditions. The project is in compliance with Section 106.” |
| Step 4 | [No/“Head of the Agency” approves project with unresolved Adverse Effect(s)] AND anything besides [No conditions/mitigation necessary] | “The project will have an Adverse Effect on historic properties that has not been resolved through consultation. However, the Head of the Agency has approved the project with the following conditions: [explanation of conditions from text box]. The project is in compliance with Section 106. Satisfactory implementation of the conditions should be monitored.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| General Requirements | Legislation | Regulation |
| Regulations under Section 106 of the National Historic Preservation Act (NHPA) require a consultative process to identify historic properties, assess project impacts on them, and avoid, minimize, or mitigate adverse effects | Section 106 of the National Historic Preservation Act  (16 U.S.C. 470f) | 36 CFR 800 “Protection of Historic Properties” <https://www.govinfo.gov/content/pkg/CFR-2012-title36-vol3/pdf/CFR-2012-title36-vol3-part800.pdf> |
| Reference | | |
| https://www.onecpd.info/environmental-review/historic-preservation | | |

The following should only show up if the user indicated sensitive information is included in Step 3/Step 4: “Record contains confidential information. Do not copy or release.”[[62]](#footnote-64)

#### Threshold

**Is Section 106 review required for your project?**

* No, because the project consists solely of activities listed as exempt in a Programmatic Agreement (PA**[[63]](#footnote-65)**). (See the [PA Database](https://www.hudexchange.info/resource/3675/section-106-agreement-database/) to find applicable PAs.)

Next

Question Threshold (a)

* No, because the project consists solely of activities included in a No Potential to Cause Effects memo or other determination [36 CFR 800.3(a)(1)].

Next

Question Threshold (b)

* Yes, because the project includes activities with potential to cause effects (direct or indirect).

Step 1

Next

**Threshold (a)** Either upload the PA in the Screen Summary at the conclusion of this screen or provide a link to it here:

Optional text box (short)

Upload exemption(s) in the Screen Summary at the conclusion of this screen or copy and paste all applicable text from the PA here:

Optional text box (long)

Screen Summary

Next

**Threshold (b)** Upload the memo in the Screen Summary at the conclusion of this screen, provide a link to the memo, or explain and justify the other determination here:

Optional Text box to document explanation …

Screen Summary

Next

No change from part 58 version in rest of 2050 screen

The Section 106 Process

After determining the need to do a Section 106 review, initiate consultation with regulatory and other interested parties, identify and evaluate historic properties, assess effects of the project on properties listed on or eligible for the National Register of Historic Places, and resolve any adverse effects through project design modifications or mitigation.

Note that consultation continues through all phases of the review.

Step 1: Initiate consultation

Step 2: Identify and evaluate historic properties

Step 3: Assess effects of the project on historic properties

Step 4: Resolve any adverse effects

Business Rules:

In Step 1, users will check to indicate which consulting parties are involved in the Section 106 consultation.

For each selected consulting party, users will use a pull-down menu to indicate the status of consultation. [This is essentially the same as the chart, but without uploads.]

The user should be able to add one line at a time for [Indian Tribes or NHOS] as well as for the [Other Consulting Parties] by clicking the corresponding [Add…] button. There can be one or many consulting parties involved for multiple Indian Tribes and Other Consulting Parties.

The text box is not required to be filled in prior to adding another tribe.

The [When to consult with Tribes checklist] should be a downloadable item that the user saves and is then able to upload through the link.

If the user checks a box for a consulting party then the Status of Consultation pull-down selection is a required field.

#### Step 1 - Initiate Consultation

The following parties are entitled to participate in Section 106 reviews: Advisory Council on Historic Preservation; State Historic Preservation Officers (SHPOs); federally recognized Indian tribes/Tribal Historic Preservation Officers (THPOs); Native Hawaiian Organizations (NHOs); local governments; and project grantees. The general public and individuals and organizations with a demonstrated interest in a project may participate as consulting parties at the discretion of the RE or HUD official. Participation varies with the nature and scope of a project. Refer to [HUD’s website](https://www.hudexchange.info/environmental-review/historic-preservation/) for guidance on consultation, including the required timeframes for response. Consultation should begin early to enable full consideration of preservation options.

Use the [When To Consult With Tribes checklist](https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58/) within [Notice CPD-12-006: Process for Tribal Consultation](https://www.onecpd.info/resource/2448/notice-cpd-12-006-tribal-consultation-under-24-cfr-part-58/) to determine if you should invite tribes to consult on a particular project. Use the [Tribal Directory Assessment Tool (TDAT)](file:///C:/Documents%20and%20Settings/Dagi/My%20Documents/Work/HUD/IDIS/EMIS/Screens/Need%20Link)[[64]](#footnote-66) to identify tribes that may have an interest in the area where the project is located. Note that Partners may not initiate consultation with Tribes.

**Select all consulting parties below (check all that apply):**

* State Historic Preservation Officer (SHPO): \* Status of Consultation
* Advisory Council on Historic Preservation: \* Status of Consultation
* Indian Tribes, including Tribal Historic Preservation Officers (THPOs) or Native Hawaiian Organizations (NHOs)

Consult the [When to Consult with Tribes checklist](file:///C:/Documents%20and%20Settings/Dagi/My%20Documents/Work/HUD/IDIS/EMIS/Screens/Need%20Link) and upload completed checklist in the Screen Summary at the conclusion of this screen.

Textbox to input Name of Tribes or NHOs :\* Status of Consultation

Add Tribe or NHO

* Other Consulting Parties

Textbox to input Name of Consulting Party :\* Status of Consultation

Add Consulting Party

Upload all correspondence, notices, and notes (including comments and objections received) in the Screen Summary at the conclusion of this screen.

**Describe the process of selecting consulting parties and initiating consultation here:**

Mandatory text box

Was the Section 106 Lender Delegation Memo used for Section 106 consultation?

* No
* Yes

Next Step (Step 2)

Next

If the user clicked on [Save and Continue] on Screen 1105 – Initial Screen (50/58), and selected either “Healthcare – Office of Residential Care Facilities (ORCF)” for the HUD Program, or selected “Healthcare – Office of Hospital Facilities” for the HUD Program, or selected “Housing: Multifamily FHA” as the HUD Program and any of these for the Program Name:

* Section 221(d)(4). Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - profit-motivated sponsors
* Section 223(f). Mortgage Insurance for the purchase or refinancing of existing apartment projects
* Section 223(a)(7). Mortgage Insurance Refinance of existing HUD-Insured Multifamily Rental Housing
* Section 231. Mortgage Insurance for Rental Housing for the Elderly
* Section 241(a). Mortgage Insurance for Supplemental Loans for Multifamily Projects
* Section 213. Mortgage Insurance for Cooperative Housing
* Section 220. Mortgage Insurance for Rental Housing for Urban Renewal and Concentrated Development Areas

Then the “Was the Section 106 Lender Delegation Memo used for Section 106 consultation?” question above will be shown and included in the output (defaults to unchecked). If none of the above were selected when the user clicked [Save and Continue] on 1105 – Initial Screen (50/58), then the question above is not shown. Link for the “Section 106 Lender Delegation Memo” part of the text for the question above will be set to:

<https://www.hudexchange.info/resource/6295/authorization-of-map-and-ohp-approved-lenders-and-their-authorized-representatives-to-initiate-section-106-consultation-for-hud-office-of-housing-programs/> The value of the checkbox will be persisted to the temp table when the user clicks the [Save and Continue] button on this screen, and will be persisted to the final tables when the user clicks the [Save and Continue] button on screen 2005 – Related Laws and Authorities, and then Generates the review.

#### Step 2 - Identify and Evaluate Historic Properties

Business Rules:

The APE Chart (Table 2) should be capped at 10 locations. The chart can come up with 5 blank lines and then allow the user to add more one at a time.

The user should be able to select the National Register Status in the second column based on the drop-down options and upload documentation in the third column that will then be displayed as links.

The checkbox in column [Sensitive Information] triggers if the first checkbox [Record contains confidential information. Do not copy or release] in this screen is being checked as well.

1. **Define the Area of Potential Effect (APE[[65]](#footnote-67)), either by entering the address(es) or uploading a map depicting the APE in the Screen Summary at the conclusion of this screen:**

Text box to add address(es) :

Gather information about known historic properties in the APE. Historic buildings, districts and archeological sites may have been identified in local, state, and national surveys and registers, local historic districts, municipal plans, town and county histories, and local history websites.

If not already listed on the National Register of Historic Places, identified properties are then evaluated to see if they are eligible for the National Register.

Refer to [HUD Exchange](https://www.hudexchange.info/environmental-review/historic-preservation/)[[66]](#footnote-68) for guidance on identifying and evaluating historic properties.

In the chart below, list historic properties identified and evaluated in the APE. Every historic property that may be affected by the project should be included in the chart.

Upload the documentation (survey forms, Register nominations, concurrence(s) and/or objection(s), notes, and photos) that justify your National Register Status determination in the Screen Summary at the conclusion of this screen.[[67]](#footnote-69)

Business Rules:

[National Register Status] and [SHPO Concurrence] are drop-down fields. Refer to the table for the actual field values.

|  |  |  |  |
| --- | --- | --- | --- |
| Address[[68]](#footnote-70)/Location/District | National Register Status | SHPO Concurrence | Sensitive Information |
| [Text box] | Status | Yes | Do not release |
| [Text box] | Status | No | Do not release |
| [Text box] | Status | Yes | Do not release |
| [Text box] | Status | Yes | Do not release |

Table A‑1 - APE Chart

Add Additional Locations

Additional notes:

Optional text box

1. **\*Was a survey of historic buildings and/or archeological sites done as part of the project[[69]](#footnote-71)?**

Business Rules:

This question is mandatory since it is needed for the outputs.

* Yes

Upload surveys and report(s) in the Screen Summary at the conclusion of this screen.

For Archeological surveys, refer to HP Fact Sheet #6, [Guidance on Archeological Investigations in HUD Projects](http://portal.hud.gov/hudportal/documents/huddoc?id=env_factsheet_6.pdf). [[70]](#footnote-72)

Additional notes:

Optional text box

* No

Next

Next Step (Step 3)

#### Step 3 - Assess Effects of the Project on Historic Properties

Business Rules:

Checking any of the findings in the box next to [Check here if this information is sensitive and must remain confidential] will trigger the first checkbox [Record contains confidential information. Do not copy or release] in this screen to be checked as well.

The link to [Criteria of Adverse Effect] needs to allow the user to copy and paste from it into the text box.

Users who respond “No Historic Properties Affected” or “No Adverse Effect” are given a compliance pop-up regardless of their responses to the sub questions. Users who select “Adverse Effects” are routed to Step 4.

Only properties that are listed on or eligible for the National Register of Historic Places receive further consideration under Section 106. Assess the effect(s) of the project by applying the Criteria of Adverse Effect. ([36 CFR 800.5](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.5))] Consider direct and indirect effects as applicable as per guidance on direct and indirect effects[[71]](#footnote-73).

* + Check here if this information is sensitive and must remain confidential.

**Choose one of the findings below - No Historic Properties Affected, No Adverse Effect, or Adverse Effect; and seek concurrence from consulting parties.**

* **No Historic Properties Affected**

Document reason for finding:

* No historic properties present.

Upload concurrence(s) or objection(s) in the Screen Summary at the conclusion of this screen.

* Historic properties present, but project will have no effect upon them.

Upload concurrence(s) or objection(s) in the Screen Summary at the conclusion of this screen.

If consulting parties concur or fail to respond to user’s request for concurrence, project is in compliance with this section. No further review is required. If consulting parties object, refer to [36 CFR 800.4(d)(1)](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.4) and consult further to try to resolve objection(s).

Screen Summary

Next

* **No Adverse Effect**

Document reason for finding:

Mandatory text box for finding

Does the No Adverse Effect finding contain conditions?

* Yes (check all that apply)
* Avoidance
* Modification of project
* Other

Describe conditions here:

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Historic Preservation in the [Mitigation Measure or Condition] column.

* No

Upload concurrence(s) or objection(s) in the Screen Summary at the conclusion of this screen.

If consulting parties concur or fail to respond to user’s request for concurrence, project is in compliance with this section. No further review is required. If consulting parties object, refer to [36 CFR 800.5(c)(2)](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.5) and consult further to try to resolve objection(s).

Monitor satisfactory implementation of conditions.

Next

Screen Summary

* **Adverse Effect**

Document reason for finding:

Copy and paste applicable Criteria into text box with summary and justification.

Criteria of Adverse Effect: [36 CFR 800.5](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.5)

Mandatory text box for summary and justification

Notify the Advisory Council on Historic Preservation of the Adverse Effect and provide the documentation outlined in [36 CFR 800.11(e)](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.11). The Council has 15 days to decide whether to enter the consultation (Not required for projects covered by a Programmatic Agreement).

Step 4

Next

#### Step 4 - Resolve Adverse Effects

Business Rules:

Mandatory Upload for MOA or SMMA: the user must upload either an MOA or a SMMA.

Work with consulting parties to try to avoid, minimize or mitigate adverse effects. Refer to [36 CFR 800.6 and 800.7](https://ecfr.federalregister.gov/current/title-36/chapter-VIII/part-800#800.6).

Were the Adverse Effects resolved?

* Yes

**Describe the resolution of Adverse Effects, including consultation efforts and participation by the Advisory Council on Historic Preservation:**

Mandatory text box to describe resolution

**For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures[[72]](#footnote-74) that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review.**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Historic Preservation in the [Mitigation Measure or Condition] column.

Upload signed Memorandum of Agreement (MOA) or Standard Mitigation Measures Agreement (SMMA) in the Screen Summary at the conclusion of this screen.

Next

Screen Summary

* No

Describe the failure to resolve Adverse Effects, including consultation efforts and participation by the Advisory Council on Historic Preservation and “**Head of the Agency**”[[73]](#footnote-75):

Mandatory text box for summary

Upload correspondence, comments, and documentation of decision in the Screen Summary at the conclusion of this screen.

* Check here if this information is sensitive and must remain confidential.

**Either provide approval from the “Head of the Agency” or cancel the project at this location.**

* Cancel the project at this location.

Next

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

OK

* “Head of the Agency” approves project with unresolved Adverse Effect(s)

**Explain in detail the exact conditions or measures[[74]](#footnote-76) that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review.**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Historic Preservation in the [Mitigation Measure or Condition] column.

Next

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2055 - Sole Source Aquifers (50/58) 🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | Yes | “Based on the project description, the project consists of activities that are unlikely to have an adverse impact on groundwater resources. The project is in compliance with Sole Source Aquifer requirements.” |
| 2 | No | “The project is not located on a sole source aquifer area. The project is in compliance with Sole Source Aquifer requirements.“ |
| 4 | Yes | “The project is located on a sole source aquifer. The region has an MOU or other working agreement with EPA for HUD projects impacting a sole source aquifer, and the MOU or working agreement excludes the project from further review. The project is in compliance with Sole Source Aquifer requirements.” |
| 5 | No | “The project is located on a sole source aquifer. Following consultation with the regional EPA office, it has been determined that this project will not contaminate the aquifer and create a significant hazard to public health. The project is in compliance with Sole Source Aquifer requirements.” |
| 6 | Yes, mitigation measures have been approved by the EPA | “The project is located on a sole source aquifer. Following consultation with the regional EPA office, it has been determined that this project will contaminate the aquifer and create a significant hazard to public health. Mitigation measures approved by the EPA will allow the project to continue. With mitigation, identified in the mitigation section of this review, the project will be in compliance with Sole Source Aquifer requirements. |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| The Safe Drinking Water Act of 1974 protects drinking water systems which are the sole or principal drinking water source for an area and which, if contaminated, would create a significant hazard to public health. | Safe Drinking Water Act of 1974 (42 U.S.C. 201, 300f et seq., and 21 U.S.C. 349) | 40 CFR Part 149 |
| Reference | | |
| <https://www.onecpd.info/environmental-review/sole-source-aquifers> (Appears in header and Question 3) | | |

1. **Does the project consist solely of acquisition, refinance, insurance, leasing, repairs, or rehabilitation of an existing building or building(s)?**

* Yes

**Next**

Screen Summary

* No

Next Question (2)

**Next**

1. **Is the project located on a sole source aquifer (SSA)[[75]](#footnote-77)?**

* No

Upload **documentation used to make your determination**, such as a map of your project (or jurisdiction, if appropriate) in relation to the nearest SSA and its source area, in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes

**Next**

Next Question (3)

1. **Does your region have a memorandum of understanding (MOU) or other working agreement with EPA for HUD projects impacting a sole source aquifer?**

Contact your Field or Regional Environmental Officer or visit the HUD Exchange webpage to determine if an MOU or agreement exists in your area: <https://www.hudexchange.info/resource/5778/regional-sole-source-aquifer-mous-between-hud-and-epa/>

* Yes

Upload MOU or Agreement in the Screen Summary at the conclusion of this screen

Next Question (4)

**Next**

* No

**Next**

Next Question (5)

1. **Does your MOU or working agreement exclude your project from further review?**

* Yes

Screen Summary

**Next**

Document where your project fits within the MOU or working agreement in the Screen Summary at the conclusion of this screen

* No

**Next**

Next Question (5)

1. **Will the proposed project contaminate the aquifer and create a significant hazard to public health?**

Consult with your Regional EPA Office. Your consultation request should include detailed information about your proposed project and its relationship to the aquifer and associated streamflow source area. EPA will also want to know about water, storm water and waste water at the proposed project. Follow your MOU or working agreement or contact your Regional EPA office for specific information you may need to provide. EPA may request additional information if impacts to the aquifer are questionable after this information is submitted for review.

* + No

Upload your correspondence with the EPA and all documents used to make your determination in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

* + Yes

Work with EPA to develop mitigation measures. If mitigation measures are approved, attach correspondence with EPA and include the mitigation measures in your environmental review documents and project contracts. If EPA determines that the project continues to pose a significant risk to the aquifer, federal financial assistance must be denied.

**Next**

Next Question (6)

1. **In order to continue with the project, any threat must be mitigated, and all mitigation must be approved by the EPA. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If the project is found to pose significant risks to the aquifer and negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Sole Source Aquifers in the [Mitigation Measure or Condition] column.

Upload your correspondence with the EPA and all documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Cancel Review**

**Save and Return to Summary**

## **2060 - Wetlands Protection** (50/58)🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 1 | No | “Based on the project description this project includes no activities that would require further evaluation under this section. The project is in compliance with Executive Order 11990.” |
| 2 | No | “The project will not impact on- or off-site wetlands. The project is in compliance with Executive Order 11990.” |
| 3 | [anything but cancel project] | “The project results will impact on- or off-site wetlands. An 8 Step Process has been completed. With mitigation, identified in the mitigation section of this review, the project will be in compliance with Executive Order 11990.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| Executive Order 11990 discourages that direct or indirect support of new construction impacting wetlands wherever there is a practicable alternative. The Fish and Wildlife Service’s National Wetlands Inventory can be used as a primary screening tool, but observed or known wetlands not indicated on NWI maps must also be processed. Off-site impacts that result in draining, impounding, or destroying wetlands must also be processed. | Executive Order 11990 | 24 CFR 55.20 can be used for general guidance regarding the 8 Step Process. |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/wetlands-protection | | |

1. **Does this project involve new construction as defined in Executive Order 11990, expansion of a building’s footprint, or ground disturbance? The term "new construction" shall include draining, dredging, channelizing, filling, diking, impounding, and related activities and any structures or facilities begun or authorized after the effective date of the Order.**

* No

**Next**

Screen Summary

* Yes

**Next**

Next Question (2)

1. **Will the new construction or other ground disturbance impact an on- or off-site wetland? The term "wetlands" means those areas that are inundated by surface or ground water with a frequency sufficient to support, and under normal circumstances does or would support, a prevalence of vegetative or aquatic life that requires saturated or seasonally saturated soil conditions for growth and reproduction. Wetlands generally include swamps, marshes, bogs, and similar areas such as sloughs, potholes, wet meadows, river overflows, mud flats, and natural ponds.**

**"Wetlands under E.O. 11990 include isolated and non-jurisdictional wetlands."**

* No, a wetland will not be impacted in terms of E.O. 11990’s definition of new construction.

Upload a map or any other relevant documentation[[76]](#footnote-78) in the Screen Summary at the conclusion of this screen to explain your determination.

**Next**

Screen Summary

* Yes, there is a wetland that be impacted in terms of E.O. 11990’s definition of new construction.

You must determine that there are no practicable alternatives to wetlands development by completing the 8-Step Process.

Upload a **completed 8-Step Process**[[77]](#footnote-79) as well as all documents used to make your determination, including a map[[78]](#footnote-80), in the Screen Summary at the conclusion of this screen. Be sure to include the early public notice and the final notice with your documentation.

**Next**

Next Question (3)

1. **For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Wetlands in the [Mitigation Measure or Condition] column.

**Which of the following mitigation actions have been or will be taken? Select all that apply:**

* Permeable surfaces
* Natural landscape enhancements that maintain or restore natural hydrology through infiltration
* Native plant species
* Bioswales
* Evapotranspiration
* Stormwater capture and reuse
* Green or vegetative roofs with drainage provisions
* Natural Resources Conservation Service conservation easements
* Compensatory mitigation[[79]](#footnote-81)

**Next**

Screen Summary

**Screen Summary**

**Compliance** **Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

Are formal compliance steps or mitigation required?

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2065 - Wild and Scenic Rivers Act (50/58) 🗹

No change from part 58 version except new link

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determinations Table:

|  |  |  |
| --- | --- | --- |
| Question # | Answer | Compliance Determination |
| 1 | No | “This project is not within proximity of a NWSRS river. The project is in compliance with the Wild and Scenic Rivers Act.” |
| 2 | No | “This project is in proximity of a NWSRS river, but it is not a Water Resources project. The project is in compliance with the Wild and Scenic Rivers Act.” |
| 3 | No | “This project is in proximity of a NWSRS river, but it will not have an adverse effect on it. The project is in compliance with the Wild and Scenic Rivers Act.” |
| 4 | [anything but cancel project] | “This project was found to have an adverse effect on a NWSRS river. With mitigation, identified in the mitigation section of this review, the project will be in compliance with the Wild and Scenic Rivers Act.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| The Wild and Scenic Rivers Act provides federal protection for certain free-flowing, wild, scenic and recreational rivers designated as components or potential components of the National Wild and Scenic Rivers System (NWSRS) from the effects of construction or development. | The Wild and Scenic Rivers Act (16 U.S.C. 1271-1287), particularly section 7(b) and (c) (16 U.S.C. 1278(b) and (c)) | 36 CFR Part 297 |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/wild-and-scenic-rivers | | |

1. **Is your project within proximity of a NWSRS river as defined below?**

**Wild & Scenic Rivers:**  These rivers or river segments have been designated by Congress or by states (with the concurrence of the Secretary of the Interior) as wild, scenic, or recreational

**Study Rivers:** These rivers or river segments are being studied as a potential component of the Wild & Scenic River system.

**Nationwide Rivers Inventory (NRI):**The National Park Service has compiled and maintains the NRI, a register of river segments that potentially qualify as national wild, scenic, or recreational river areas

* No

Screen Summary

**Next**

Upload documentation used to make your determination, such as a map identifying the project site and its surrounding area or a list of rivers in your region in the Screen Summary at the conclusion of this screen.

* Yes, the project is in proximity of a Designated Wild and Scenic River or Study Wild and Scenic River.

**Next**

Next Question (2)

* Yes, the project is in proximity of a Nationwide Rivers Inventory (NRI)River.

**Next**

Next Question (3)

1. **Is your project a Water Resources[[80]](#footnote-82) project?**

* No

**Next**

Screen Summary

* Yes

**Next**

Next Question (3)

1. **Could the project do *any* of the following?**

* Have a direct and adverse effect within Wild and Scenic River Boundaries,
* Invade the area or unreasonably diminish the river outside Wild and Scenic River Boundaries, or
* Have an adverse effect on the natural, cultural, and/or recreational values of a NRI segment.

Consultation with the appropriate federal/state/local/tribal Managing Agency(s)[[81]](#footnote-83) is required, pursuant to Section 7 of the Act, to determine if the proposed project may have an adverse effect on a Wild & Scenic River or a Study River and, if so, to determine the appropriate avoidance or mitigation measures.

Note: Concurrence may be assumed if the Managing Agency does not respond within 30 days; however, you are still obligated to avoid or mitigate adverse effects on the rivers identified in the NWSRS.

* No, the Managing Agency has concurred that the proposed project will not alter, directly, or indirectly, any of the characteristics that qualifies or potentially qualifies the river for inclusion in the NWSRS.

Upload documentation of the consultation (including the Managing Agency’s concurrence) and any other documentation used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes, the Managing Agency was consulted and the proposed project may alter, directly, or indirectly, any of the characteristics that qualifies or potentially qualifies the river for inclusion in the NWSRS.

**Next**

Next Question (4)

1. **For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Wild and Scenic Rivers Act in the [Mitigation Measure or Condition] column.

Upload documentation of the consultation (including the Managing Agency’s concurrence) and any other documentation used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2070 - Airport Hazards (50/58) 🗹

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Apply this screen to ALL CEST, CEST converted to Exempt, and EA type reviews:

Compliance Determinations Table:

| **Question #** | **Answer** | **Compliance Determination** |
| --- | --- | --- |
| 1 | No | “The project site is not within 15,000 feet of a military airport or 2,500 feet of a civilian airport. The project is in compliance with Airport Hazards requirements.” |
| 2 | No | “The project is within 15,000 feet of a military airport or within 2,500 of a civilian airport. However, it is not within an APZ or RPZ/CZ. The project is in compliance with Airport Hazards requirements.” |
| 3 | No | “The project is in an Accident Potential Zone (APZ). However, it does not involve new construction; substantial rehabilitation; acquisition of undeveloped land; activities that would significantly prolong the physical or economic life of existing facilities or change the use of the facility to a use that is not consistent with the recommendations of the DOD’s Land Use Compatibility Guidelines; activities that would significantly increase the density or number of people at the site; or introduce explosive, flammable or toxic materials to the area. The project is in compliance with Airport Hazards requirements.” |
| 4 | Yes, project is consistent with DOD guidelines without further action | “The project is in an Accident Potential Zone (APZ). However, the project is in conformance with DOD guidelines and is therefore in compliance with Airport Hazards requirements.” |
| 4 | Project is not consistent with DOD guidelines, but it has been approved by the HUD Program Official or Certifying Officer, | “The project is in an Accident Potential Zone (APZ). The project is not in conformance with DOD guidelines; however, it has been approved by the HUD Program Official or Certifying Officer. The project is in compliance with Airport Hazards requirements” |
| 5 | I have obtained the proper assurances | “This project is in a Runway Protection Zone/Clear Zone (RPZ/CZ). The project does not involve any facilities that will be frequently used or occupied by people, and written assurance that there are no plans to purchase the land as part of a RPZ/CZ program has been obtained from the airport operator. The project is in compliance with Airport Hazards requirements.” |
| 5 | This project involves the acquisition or sale of an existing property that will be frequently used or occupied by people | “This project is in a Runway Protection Zone/Clear Zone. The project involves the acquisition or sale of an existing property that will be frequently used or occupied by people. Written notice has been provided to prospective buyers to inform them of the hazards. The project is in compliance with Airport Hazards requirements.” |
| 5 | None of the above | “This project is in a Runway Protection Zone/Clear Zone, but based on the project description it does not involve any activities that would require additional compliance measures. The project is in compliance with Airport Hazards requirements.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |  |
| --- | --- | --- | --- |
| **General Requirements** | **Legislation** | | **Regulation** |
| It is HUD’s policy to apply standards to prevent incompatible development around civil airports and military airfields. |  | 24 CFR Part 51 Subpart D | |
| Reference | | | |
| <https://www.onecpd.info/environmental-review/airport-hazards> | | | |

1. **To ensure compatible land use development, you must determine your site’s proximity to civil and military airports. Is your project within 15,000 feet of a military airport or 2,500 feet of a civilian airport?**

* No

Upload a map showing that the site is not within the applicable distances to a military or civilian airport in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes

**Next**

Next Question (2)

1. **Is your project located within a Runway Protection Zone/Clear Zone (RPZ/CZ) or Accident Potential Zone (APZ)?**

Runway Protection Zone/Clear Zones are defined as areas immediately beyond the ends of runways. The standards are established by FAA regulations. The term in 24 CFR Part 51, Runway Clear Zones, was redefined in FAA’s Airport Design Advisory Circular (AC) 150/5300-13 to refer to Runway Protection Zones for civil airports.

Accidental Potential Zones are defined as areas at military airfields which are beyond the Clear Zones. The standards are defined by the Department of Defense. There are no APZs at civil airports. 24 CFR 51.301(a).

* Yes, project is in an APZ

**Next**

Next Question (3)

* Yes, project is an RPZ/CZ

**Next**

Next Question (5)

* No, project is not within an APZ or RPZ/CZ

Upload a map showing that the site is not within either zone in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

1. **APZ site.** Does your project involve: new construction; **substantial rehabilitation**[[82]](#footnote-84); acquisition of undeveloped land; activities that would significantly prolong the physical or economic life of existing facilities or change the use of the facility to a use that is not consistent with the recommendations of the **Department of Defense (DOD)’s Land Use Compatibility Guidelines**[[83]](#footnote-85); activities that would significantly increase the density or number of people at the site; or activities that would introduce explosive, flammable or toxic materials to the area?

* No

**Next**

Screen Summary

* Yes

**Next**

Next Question (4)

1. **Is the project in conformance with DOD guidelines[[84]](#footnote-86)?**

* Yes, project is consistent with DOD guidelines without further action.

Explain how you determined that the project is consistent:

Mandatory Text box to explain determination

Upload any documentation supporting this determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* + No, the project cannot be brought into conformance with DOD guidelines and has not been approved.

**Next**

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**OK**

* Project is not consistent with DOD guidelines, but it has been approved by the Certifying Officer or HUD Approving Official.

Upload the approval in the Screen Summary at the conclusion of this screen.

Explain approval process: [mandatory text box]

Mandatory Text box to explain determination

If mitigation measures have been or will be taken, explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review.

Optional Text box to document mitigation measures:

If completed, this needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Airport Hazards in the [Mitigation Measure or Condition] column.

Screen Summary

**Next**

1. **RPZ/CZ site. Which of the following describe your project?**

* This project does not involve any facilities that will be frequently used or occupied by people.

For this project to be approved, you must obtain written assurances from the airport operator that there are no plans to purchase the land as part of a RPZ/CZ program.

Were proper written assurances obtained?

* Yes

Explain:

Mandatory Text box to explain determination

Upload the airport operator’s written finding in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* No

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**Next**

**OK**

* This project involves new construction, substantial rehabilitation, acquisition of undeveloped land, or activities that would significantly prolong the physical or economic life of existing facilities that will be frequently used or occupied by people.

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**OK**

**Next**

* This project involves the acquisition or sale of an existing property that will be frequently used or occupied by people.

You must provide written notice to the prospective buyer to inform them of the potential hazards.[[85]](#footnote-87)

**See Sample Notice to prospective buyers at** [link:<https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/> ]

Upload a map showing the property’s location in relation to the RPZ/CZ and a signed copy of the Notice to the prospective buyer in the Screen Summary at the conclusion of this screen.

Screen Summary

**Next**

* None of the above [cannot be combined with any other response]

Screen Summary

**Next**

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2072 - Airport Runway Clear Zones (50/58) 🗹

No change from part 58 version except new links

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Apply this screen to ALL Part 58 CENST and Exempt users and Part 50 CENST users as indicated on screen **2005 – Related Federal Laws and Authorities.**

|  |  |  |
| --- | --- | --- |
| Question # | Answer | Compliance Determination |
| 1 | No | “Based on the project description the project includes no activities that would require further evaluation under this section. The project is in compliance with Airport Runway Clear Zone requirements.” |
| 2 | No | “The project is not in a Runway Protection Zone/Clear Zone. The project is in compliance with Airport Runway Clear Zone requirements.” |
| 2 | Yes | “The project is in a Runway Protection Zone/Clear Zone. Written notice has been provided to the prospective buyer(s) to inform them of the potential hazards. The project is in compliance with Airport Runway Clear Zone requirements.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| It is HUD’s policy to apply standards to prevent incompatible development around civil airports and military airfields. |  | 24 CFR Part 51 Subpart D |
| **Reference** | | |
| <https://www.onecpd.info/environmental-review/airport-hazards> | | |

1. **Does the project involve the sale or acquisition of developed property?**

* No

**Next**

Screen Summary

* Yes

**Next**

Next Question (2)

1. **Is the project in the Runway Protection Zone/Clear Zone (RPZ/CZ)[[86]](#footnote-88)?**
   * No

Upload a map showing that the site is not within the applicable distances to a military or civilian airport in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* + Yes

Provide written notice to the prospective buyer to inform them of the potential hazards.[[87]](#footnote-89)

**See Sample Notice to prospective buyers at** [link: <http://portal.hud.gov/hudportal/documents/huddoc?id=DOC_14226.pdf>]

Upload a map showing the property’s location in relation to the RPZ/CZ and a signed copy of the Notice to the prospective buyer in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2075 - Contamination and Toxic Substances

#### General Comments

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Screen **2075 – Contamination and Toxic Substances** is **actually two screens: 2076 for Multifamily and Non-Residential Properties and 2077 for Single Family Residential Properties**.

One of the screens needs to be applied to ALL Part 58 reviews and all NON-HOUSING Part 50 reviews.

The answers to question 3 in screen **1125 – Project Summary** drive which section in screen **2075 – Contamination and Toxic** needs to be addressed:

* For Non-housing Contamination, screen **2076 – Contamination and Toxic Substances (Multifamily and Non-Residential Properties)** applies if the user chooses anything other than “Single Family” residential under activities in screen **1125 – Project Summary**.
* If and **only if** the user chooses “Single Family” **alone** will the screen **2077 – Contamination and Toxic Substances (Single Family Residential Properties)** apply for contamination.

**Additionally**, the version 11.30 release (~June 2024) splits radon out from the other substances into a new set of questions for both 2076 and 2077 which may or may not be shown for the review.

* For reviews Completed before the version 11.30 release, the appropriate “old” 2076/2077 screen will be shown.
* For reviews which are In Progress or Completed after the 11.30 release, and which have one or more of the **Housing-related HUD Programs** shown in the table below selected on the 1105 – Initial Screen, the appropriate “old” 2076/2077 screen will be shown.
* For reviews which are In Progress or Completed after the 11.30 release, and which do not have any of the **Housing-related HUD Programs** shown in the table below selected on the 1105 – Initial Screen, the appropriate “new” 2076/2077 screen will be shown.

Any reviews that are shown the “old” 2076/2076 screens will continue to use the old Compliance Determinations shown below.

Any reviews that are shown the “new” 2076/2076 screens will use the new Compliance Determinations shown even further below. Which Compliance Determination to use in that case is indicated in-line within the “new” screen questions further below.

**Housing-related HUD Programs** which prevent showing of the “new” 2076/2077 screens:

|  |  |
| --- | --- |
| **ID** | **HUD Program Name** |
| 6 | Housing: Multifamily FHA |
| 7 | Housing: Single Family FHA |
| 8 | Rental Assistance Demonstration (RAD) |
| 10 | Housing: Healthcare - Office of Residential Care Facilities (ORCF) |
| 11 | Housing: Healthcare - Office of Hospital Facilities |
| 12 | Housing: Multifamily Supportive Housing |
| 14 | Housing: Multifamily Asset Management |
| 16 | Housing: Green and Resilient Retrofit Program (GRRP) |

Additionally, for the version 11.30 release, we’ll continue to wipe out the data as we do now (i.e. without showing the user a warning); should any of these actions occur ~~- which causes the need to switch which screen is shown,~~ **~~the data will be wiped out for the existing screen, but only after showing the user some kind of a “Are you sure?” warning that lets them cancel the operation~~**:

* The User changes from a non-Housing to a Housing HUD Program on 1105 – Initial Screen.
* The User adds a Housing HUD Program on 1105 – Initial Screen.
* The User changes all Housing HUD Programs to non-Housing on 1105 – Initial Screen.
* The User removes all HUD Programs on 1105 – Initial Screen.
* The User removes all Housing HUD Programs on 1105 – Initial Screen.
* TBD: Others?

Note that while there may be a stored procedure which does the work of altering the data, and we can call that via SPUFI as needed if we run into additional cases, the code itself may need to be altered to perform the data correction in the cases above (whether it calls that stored procedure as well or not).

“Old” Compliance Determinations (for Housing reviews or those Completed before 11.30 release):

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 2076/2 | No | “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space]. On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. The project is in compliance with contamination and toxic substances requirements.” |
| 2076/2 | Yes and Adverse environmental impacts can be eliminated through mitigation | “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space]. On-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. The adverse environmental impacts can be mitigated. With mitigation, identified in the mitigation section of this review, the project will be in compliance with contamination and toxic substances requirements.” |
| 2077/1 | No | “On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. The project is in compliance with contamination and toxic substances requirements.” |
| 2077/1 | Yes | “On-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. The adverse environmental impacts can be mitigated. With mitigation, identified in the mitigation section of this review, the project will be in compliance with contamination and toxic substances requirements.” |

“New” Compliance Determinations (for non-Housing reviews or those Completed after 11.30 release):

|  |  |  |
| --- | --- | --- |
| **Code** | **State** | **Compliance Determination** |
| NRN-REY | Has no non-radon contamination AND is exempt from radon | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  “On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. The project is exempt from radon consideration. The project is in compliance with contamination and toxic substances requirements.” |
| NRN-REN-NOT | Has no non-radon contamination AND is not exempt from radon BUT (no testing was done OR review infeasible) | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  “On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. A review of science-based radon data offered a lack of data for the project site and radon testing was determined to be infeasible or impracticable. The project is in compliance with contamination and toxic substances requirements.” |
| NRN-REN-OK | Has no non-radon contamination AND is not exempt from radon BUT radon concentration value is less than 4.0 pCi/L | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  “On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. Radon testing indicated radon levels below 4.0 pCi/L. The project is in compliance with contamination and toxic substances requirements.” |
| NRN-REN-MIY | Has no non-radon contamination AND is not exempt from radon BUT radon can be eliminated through mitigation (or does not apply) | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  “On-site or nearby toxic, hazardous, or radioactive substances that could affect the health and safety of project occupants or conflict with the intended use of the property were not found. Radon analysis indicated elevated levels of radon or consideration of radon will occur following construction. Adverse radon impacts can be mitigated. With mitigation, identified in the mitigation section of this review, the project will be in compliance with contamination and toxic substances requirements.” |
| NRY-REY-MIY | Has non-radon contamination AND  is exempt from radon BUT non-radon can be eliminated through mitigation | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  “On-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. The project is exempt from radon consideration. The adverse environmental impacts can be mitigated. With mitigation, identified in the mitigation section of this review, the project will be in compliance with contamination and toxic substances requirements.” |
| NRY-REN-MIY | Has non-radon contamination AND is not exempt from radon BUT non-radon contamination can be eliminated through mitigation, AND radon can be mitigated (or does not apply) | [For 2076 include this part also:] “Site contamination was evaluated as follows: [whichever selections were checked in Q1, separated by a comma and space].  On-site or nearby toxic, hazardous, or radioactive substances were found that could affect the health and safety of project occupants or conflict with the intended use of the property. Radon analysis indicated elevated levels of radon or consideration of radon will occur following construction. Adverse environmental impacts can be mitigated. With mitigation, identified in the mitigation section of this review, the project will be in compliance with contamination and toxic substances requirements.” |

#### 2076 – Contamination and Toxic Substances (Multifamily and Non-residential Properties) (50/58) (shares code with 2077)

Also See General Comments Above.

1. **FOR REVIEWS WITH ONE OR MORE HOUSING HUD PROGRAMS SELECTED ON 1125 OR COMPLETED BEFORE THE 11.30 RELEASE**

For these reviews, the application will show the “old” version of the Multifamily screen which does not include radon questions (also see **Housing-related HUD Programs** table above).

It consists of these pieces (see further below for the definition and flow of each piece):

1. 2076 Multifamily Header
2. How Evaluated Question
3. Contamination (MF) Question
4. Mitigation (v1) Question
5. Compliance (v1) Question
6. Screen Summary
7. **FOR REVIEWS IN PROGRESS OR COMPLETED AFTER THE 11.30 RELASE WITH NO HOUSING HUD PROGRAMS SELECTED ON 1125**

For these reviews, the application will show the “new” version of the Multifamily screen which includes radon questions (also see **Housing-related HUD Programs** table above).

It consists of these pieces (see further below for the definition and flow of each piece):

1. 2076 Multifamily Header
2. How Evaluated Question
3. Non-radon Contamination Question
4. Radon Exempt Question
5. New Construction Question
6. pCi/L Test Question
7. Data Collection Question
8. Results Question
9. Mitigation (v2) Question
10. Compliance (v2) Question
11. Screen Summary

#### 2077 – Contamination and Toxic Substances (Single Family Properties) (50/58) (shares code with 2076)

Also See General Comments Above.

1. **FOR REVIEWS WITH ONE OR MORE HOUSING HUD PROGRAMS SELECTED ON 1125 OR COMPLETED BEFORE THE 11.30 RELEASE**

For these reviews, the application will show the “old” version of the Single-family screen which does not include radon questions (also see **Housing-related HUD Programs** table above).

It consists of these pieces (see further below for the definition and flow of each piece):

1. 2077 Single Family Header
2. Contamination (SF) Question
3. Mitigation (v1) Question
4. Compliance (v1) Question
5. Screen Summary
6. **FOR REVIEWS IN PROGRESS OR COMPLETED AFTER THE 11.30 RELASE WITH NO HOUSING HUD PROGRAMS SELECTED ON 1125**

For these reviews, the application will show the “new” version of the Single-family screen which includes radon questions (also see **Housing-related HUD Programs** table above).

It consists of these pieces (see further below for the definition and flow of each piece):

1. 2077 Single Family Header
2. Non-radon Contamination Question
3. Radon Exempt Question
4. New Construction Question
5. pCi/L Test Question
6. Data Collection Question
7. Results Question
8. Mitigation (v2) Question
9. Compliance (v2) Question
10. Screen Summary

#### On-Screen Questions for 2076/2077

##### 2076 Multifamily Header

[This header is displayed at the top of the screen for 2076 Multifamily]

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulations** |
| It is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of the occupants or conflict with the intended utilization of the property. |  | 24 CFR 58.5(i)(2)[[88]](#footnote-90)  24 CFR 50.3(i) |
| **Reference** | | |
| <https://www.onecpd.info/environmental-review/site-contamination> | | |

##### 2077 Single Family Header

[This header is displayed at the top of the screen for 2077 for Single Family]

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulations** |
| It is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of the occupants or conflict with the intended utilization of the property. |  | 24 CFR 58.5(i)(2)~~[[89]](#footnote-91)~~  24 CFR 50.3(i) |
| **Reference** | | |
| <https://www.onecpd.info/environmental-review/site-contamination> | | |

##### How Evaluated Question (existing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | 1 | 1 | N/A | N/A |

1. **How was site contamination evaluated? [[90]](#footnote-92) Select all that apply.**

Upload documentation and reports and explain evaluation of site contamination in the Screen Summary at the conclusion of this screen.

* ASTM Phase I ESA **[**DB REF: FED\_CONTAM\_TOXIC.EVAL\_PHASE\_1\_ESA\_FLAG**]**
* ASTM Phase II ESA **[**DB REF: FED\_CONTAM\_TOXIC.EVAL\_PHASE\_2\_ESA\_FLAG**]**
* Remediation or clean-up plan **[**DB REF: FED\_CONTAM\_TOXIC.EVAL\_PHASE\_3\_ESA\_FLAG**]**
* ASTM Vapor Encroachment Screening **[**DB REF: FED\_CONTAM\_TOXIC. EVAL\_VAPOR\_SCREEN\_FLAG**]**
* None of the above **[**DB REF: FED\_CONTAM\_TOXIC.EVAL\_NONE\_OF\_ABOVE\_FLAG**]**

[if is “old” 2076 then go to Contamination (MF) Question]

**Next**

Contamination (MF) Question

[if is “new”” 2076a then go to Non-radon Contamination Question]

**Next**

Non-radon Contamination Question

##### Contamination (MF) Question (existing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | 2 | N/A | N/A | N/A |

1. **Were any on-site or nearby toxic, hazardous, or radioactive substances found that could affect the health and safety of project occupants or conflict with the intended use of the property? (Were any recognized environmental conditions or RECs identified in a Phase I ESA and confirmed in a Phase II ESA?) [**DB REF: FED\_CONTAM\_TOXIC.TOXIC\_AFFECT\_FLAG**]**

m No

\*Explain: **[**DB REF: FED\_CONTAM\_TOXIC.TOXIC\_NO\_AFFECT\_DESC**]**

Mandatory Text box to explain determination

Screen Summary

**Next**

m Yes

Describe the findings, including any recognized environmental conditions (RECs), in the Screen Summary at the conclusion of this screen.

**Next**

Mitigation (v1) Question

##### Contamination (SF) Question (existing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | N/A | 1 | N/A |

1. **Evaluate the site for contamination. Were any on-site or nearby toxic, hazardous, or radioactive substances found that could affect the health and safety of project occupants or conflict with the intended use of the property? [**DB REF: FED\_CONTAM\_TOXIC. TOXIC\_AFFECT\_FLAG**]**

Upload map or other documentation of absence or presence of contamination[[91]](#footnote-93) and explain evaluation of site contamination in the Screen Summary at the conclusion of this screen.

m No

\*Explain: **[**DB REF: FED\_CONTAM\_TOXIC.TOXIC\_NO\_AFFECT\_DESC**]**

Mandatory Text box to explain determination

Screen Summary

**Next**

m Yes

Mitigation (v1) Question

**Next**

o Check here if an ASTM Phase I Environmental Site Assessment (ESA) report was utilized. [Note: HUD regulations does not require an ASTM Phase I ESA report for single family homes]

**[**DB REF: tied to FED\_CONTAM\_TOXIC.SINGLE\_FAMILY\_ESA\_RPT\_FLAG**]**

##### Mitigation (v1) Question (existing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | 3 | N/A | 2 | N/A |

Note that the Question number here will change depending on which screen you are on.

1. **Mitigation**

Document the mitigation needed according to the requirements of the appropriate federal, state, tribal, or local oversight agency. If the adverse environmental impacts cannot be mitigated, then HUD assistance may not be used for the project at this site.

Can adverse environmental impacts be mitigated? **[**DB REF: FED\_CONTAM\_TOXIC.MIT\_FLAG**]**

m No, a~~A~~dverse environmental impacts cannot feasibly be mitigated. Project cannot proceed at this location.

**Next**

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**OK**

m Yes, adverse environmental impacts can be eliminated through mitigation.

Provide all **mitigation requirements**[[92]](#footnote-94) in the Screen Summary at the bottom of this screen:

Compliance (v1) Question

**Next**

##### Compliance (v1) Question (existing)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | 4 | N/A | 3 | N/A |

Note that the Question number here will change depending on which screen you are on.

1. **Describe how compliance was achieved. Include any of the following that apply: State Voluntary Clean-up Program, a No Further Action letter, use of engineering controls[[93]](#footnote-95), or use of institutional controls[[94]](#footnote-96). [**DB REF: FED\_CONTAM\_TOXIC.REM\_PLAN\_DESC**]**

Mandatory Text Box

If a remediation plan or clean-up program was necessary, which standard does it follow?

* Complete removal **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_REMOVAL\_FLAG for SF, REM\_PLAN\_REMOVAL\_FLAG for MF**]**
* Risk-based corrective action (RBCA) **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_RBCA\_FLAG for SF, REM\_PLAN\_RBCA\_FLAG for MF**]**
* Other [this one, is only shown for 2077] **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_OTHER\_FLAG for SF, is N/A for MF**]**

Continue to the Screen Summary at the bottom of this screen.

Screen Summary

**Next**

##### Non-radon Contamination Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 2 | N/A | 1 |

Note that the Question number here will change depending on which screen you are on.

1. **Were any on-site or nearby toxic, hazardous, or radioactive substances[[95]](#footnote-97) (excluding radon) found that could affect the health and safety of project occupants or conflict with the intended use of the property? (Were any recognized environmental conditions or RECs identified in a Phase I ESA and confirmed in a Phase II ESA?) [**DB REF: FED\_CONTAM\_TOXIC. NR\_TOXIC\_AFFECT\_FLAG**]**

Provide a map or other documentation of absence or presence of contamination[[96]](#footnote-98) and explain evaluation of site contamination in the Screen Summary at the bottom of this screen.

m No

\*Explain: **[**DB REF: FED\_CONTAM\_TOXIC. NR\_TOXIC\_NO\_AFFECT\_DESC**]**

Mandatory Text box to explain determination

Based on the response, the review is in compliance with this section. Continue to

the Radon Exempt Question.

**Next**

Radon Exempt Question

m Yes

Describe the findings, including any recognized environmental conditions (RECs), in the Screen Summary at the bottom of this screen. Continue to the Radon Exempt Question.

**Next**

Radon Exempt Question

if is Single-family, then show this checkbox:

o Check here if an ASTM Phase I Environmental Site Assessment (ESA) report was utilized. [Note: HUD regulations does not require an ASTM Phase I ESA report for single family homes]

**[**DB REF: tied to FED\_CONTAM\_TOXIC.SINGLE\_FAMILY\_ESA\_RPT\_FLAG**]**

##### Radon Exempt Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 3 | N/A | 2 |

Note that the Question number here will change depending on which screen you are on.

1. **Evaluate the building(s) for radon. Do all buildings meet any of the** **exemptions[[97]](#footnote-99) from having to consider radon in the contamination analysis listed in CPD Notice** [CPD-23-103](ttps://www.hud.gov/sites/dfiles/CPD/documents/CPD_Notice_on_Addressing_Radon_in_the_Environmental_Review_Process.pdf)**?** **[**DB REF: FED\_CONTAM\_TOXIC.RADON\_EXEMPT\_FLAG**]**

m Yes

\*Explain: **[**DB REF: FED\_CONTAM\_TOXIC. RADON\_EXEMPT\_EXPLAIN\_TXT**]**

Mandatory Text box to explain exemptions, limited to 4000 characters

If no non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Based on the response, the review is in compliance with this section. Continue to

the Screen Summary at the bottom of this screen.

[if no non-radon contamination was found in the Non-radon Contamination Question, and is exempt from radon, then use Compliance Determination code NRN-REY from table above]

**Next**

Screen Summary

**[continued on next page]**

[If non-radon contamination was found in the Non-radon Contamination Question, then show this text:]

Non-radon contamination was found in the previous question. Continue to Mitigation.

Mitigation (v2) Question

**Next**

m No

**Next**

New Construction Question

##### New Construction Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 4 | N/A | 3 |

Note that the Question number here will change depending on which screen you are on.

1. **Is the proposed project new construction or substantial rehabilitation where testing will be conducted but cannot yet occur because building construction has not been completed? [**DB REF: FED\_CONTAM\_TOXIC.RADON\_NEW\_CONST\_FLAG**]**

mYes

Compliance with this section is conditioned on post-construction testing being conducted, followed by mitigation, if needed. Radon test results, along with any needed mitigation plan, must be uploaded to the mitigation section within this screen.

**Next**

Mitigation (v2) Question

mNo

**Next**

pCi/L Test Question

##### pCi/L Test Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 5 | N/A | 4 |

Note that the Question number here will change depending on which screen you are on.

1. **Was radon testing or a scientific data review conducted that provided a radon concentration level in pCi/L?** **[**DB REF: FED\_CONTAM\_TOXIC.RADON\_PCIL\_FLAG**]**

m Yes

**Next**

Data Collection Question

m No

If no testing was conducted and a review of science-based data offered a lack of science-based data for the project site, then document and upload the steps taken to look for documented test results and science-based data as well as the basis for the conclusion that testing would be infeasible or impracticable.

\*Explain: **[**DB REF: FED\_CONTAM\_TOXIC.RADON\_PCIL\_EXPLAIN\_TXT**]**

Mandatory Text box to explain exemptions, limited to 4000 characters

File Upload: [Optional file upload]

If no non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Based on the response, the review is in compliance with this section. Continue to

the Screen Summary at the bottom of this screen.

[if no non-radon contamination was found, AND is not exempt from radon BUT no testing was done OR review was infeasible, then use Compliance Determination code NRN-REN-NOT from table above]

**Next**

Screen Summary

If non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Non-radon contamination was found in a previous question. Continue to Mitigation.

**Next**

Mitigation (v2) Question

##### Data Collection Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 6 | N/A | 5 |

Note that the Question number here will change depending on which screen you are on.

1. **How was radon data collected? [**DB REF: FED\_CONTAM\_TOXIC.HOW\_COLLECTED\_FLAG**]**

m All buildings involved were tested for radon

Results Question

**Next**

m A review of science-based data was conducted

**[**DB REF: FED\_CONTAM\_TOXIC. RADON\_REVIEW\_CVAL**]**

\*Enter the Radon concentration value, in pCi/L, derived from the review of science-based data:

Mandatory text box, 10,000.00 limit with max two decimal places

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_REVIEW\_DOC\_TXT**]**

\*Provide the documentation[[98]](#footnote-100) used to derive this value:

Mandatory text box, limited to 4000 characters

File Upload: [Optional file upload]

If Radon concentration value above is less than 4.0 AND no non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Based on the response, the review is in compliance with this section. Continue to

the Screen Summary at the bottom of this screen.

[if no non-radon contamination was found AND is not exempt from radon BUT radon concentration value is less than 4.0 pCi/L, then use Compliance Determination code NRN-REN-OK from table above]

**Next**

Screen Summary

If Radon concentration value above is >= 4.0 OR non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Radon concentration value is greater than or equal to 4.0 pCi/L and/or non-radon contamination was found in a previous question. Continue to Mitigation.

**Next**

Mitigation (v2) Question

##### Results Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 7 | N/A | 6 |

Note that the Question number here will change depending on which screen you are on.

1. **Were the radon test results for any dwelling unit tested at or above 4.0 pCi/L?** **[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_HIGH\_FLAG**]**

m Yes

Radon Mitigation is required for the question to proceed.

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_UNITS\_TOTAL**]**

\*Enter the total number of dwelling units tested:

Mandatory text box, 1,000,000 limit with no decimal places

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_UNITS\_TESTED**]**

\*How many dwelling units tested at or above 4.0 pCi/L:

Mandatory text box, 1,000,000 limit with no decimal places

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_HIGH\_VAL**]**

\*Enter the highest radon test result value:

Mandatory text box, 10,000.00 limit with two decimal places

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_YDOC\_TXT**]**

Document the test results for all dwelling units tested with a copy of the test results for all dwelling units or testing report(s) covering all units:

Optional text box, limited to 4000 characters

File Upload: [Optional file upload]

**Next**

Mitigation (v2) Question

**[continued on next page]**

m No

**[**DB REF: FED\_CONTAM\_TOXIC.RADON\_RESULTS\_NDOC\_TXT**]**

Provide a copy of the test results for all dwelling units tested or testing report(s) covering all units tested:

Optional text box, limited to 4000 characters

File Upload: [Optional file upload]

If no non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Based on the response, the review is in compliance with this section. Continue to

the Screen Summary at the bottom of this screen.

[if no non-radon contamination was found AND is not exempt from radon BUT radon concentration value is less than 4.0 pCi/L, then use Compliance Determination code NRN-REN-OK from table above]

**Next**

Screen Summary

If non-radon contamination was found in the Non-radon Contamination Question, then show this text:

Non-radon contamination was found in a previous question. Continue to Mitigation.

Mitigation (v2) Question

**Next**

##### Mitigation (v2) Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 8 | N/A | 7 |

Note that the Question number here will change depending on which screen you are on.

1. **Mitigation**

Document the mitigation needed according to the requirements of the appropriate federal, state, tribal, or local oversight agency. If the adverse environmental impacts cannot be mitigated, then HUD assistance may not be used for the project at this site.

For instances where radon mitigation is required (i.e. where test results demonstrated radon levels at 4.0 pCi/L and above), then you must include a radon mitigation plan.[[99]](#footnote-101)

**Can all adverse environmental impacts be mitigated? [**DB REF: FED\_CONTAM\_TOXIC.MIT\_FLAG**]**

m No, all adverse environmental impacts cannot feasibly be mitigated. Project cannot proceed at this location.

To cancel the project at this location, please select the [Cancel Project] button at the bottom of this section.

**OK**

**Next**

m Yes, all adverse environmental impacts can be eliminated through mitigation, and/or consideration of radon and radon mitigation, if needed, will occur following construction.

Provide all **mitigation requirements**[[100]](#footnote-102) and documents in the Screen Summary at the bottom of this screen.

[If no non-radon contamination was found, and is not exempt from radon, but radon can be mitigated (or does not apply), then use Compliance Determination code NRN-REN-MIY from table above]

[If non-radon contamination was found, and is exempt from radon, and non-radon contamination can be mitigated, then use Compliance Determination code NRY-REY-MIY from table above]

[If non-radon contamination was found, and is not exempt from radon, but non-radon contamination can be mitigated, and radon can be mitigated (or does not apply), then use Compliance Determination code NRY-REN-MIY from table above]

**Next**

Compliance (v2) Question

##### Compliance (v2) Question (new)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Old MF 2076** | **New MF 2076** | **Old SF 2077** | **New SF 2077** |
| **Question #** | N/A | 9 | N/A | 8 |

Note that the Question number here will change depending on which screen you are on.

1. **Describe how compliance was achieved. Include any of the following that apply: State Voluntary Clean-up Program, a No Further Action letter, use of engineering controls[[101]](#footnote-103), or use of institutional controls[[102]](#footnote-104). [**DB REF: FED\_CONTAM\_TOXIC.REM\_PLAN\_DESC**]**

Mandatory Text Box

If a remediation plan or clean-up program was necessary, which standard does it follow?

* Complete removal **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_REMOVAL\_FLAG for SF, REM\_PLAN\_REMOVAL\_FLAG for MF**]**
* Risk-based corrective action (RBCA) **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_RBCA\_FLAG for SF, REM\_PLAN\_RBCA\_FLAG for MF**]**
* Other **[**DB REF: FED\_CONTAM\_TOXIC. SING\_FAM\_REM\_PLAN\_OTHER\_FLAG for SF, REM\_PLAN\_OTHER\_FLAG for MF**]**

Continue to the Screen Summary at the bottom of this screen.

Screen Summary

**Next**

##### Screen Summary

**Screen Summary**

**Compliance Determination**

**Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:**

**• Map panel numbers and dates**

**• Names of all consulted parties and relevant consultation dates**

**• Names of plans or reports and relevant page numbers**

**• Any additional requirements specific to your region**

This box should contain one of the Compliance Determinations from the Compliance Determination chart(s) above in an editable format. Users should be able to input 4,000 characters in this box, or upload files if they need additional space.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

Only Responsible Entity (for Part 58) or HUD (for Part 50) Users may respond to this question. Ensure that this question is complete before finalizing the review.

m Yes

m No

**Save and Return to Summary**

**Cancel Review**

## 2080 - Explosive and Flammable Hazards (50/58) 🗹

No change from part 58 version except new links

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

Compliance Determination Table

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| 2 | No | “Based on the project description the project includes no activities that would require further evaluation under this section. The project is in compliance with explosive and flammable hazard requirements.” |
| 3 | No | “There are no current or planned stationary aboveground storage containers of concern within 1 mile of the project site. The project is in compliance with explosive and flammable hazard requirements.” |
| 4 | Yes | “There is a current or planned stationary aboveground storage container of concern within 1 mile of the project site. The Separation Distance from the project is acceptable. The project is in compliance with explosive and flammable hazard requirements.” |
| 4 | No | “There is a current or planned stationary aboveground storage container of concern within 1 mile of the project site. The Separation Distance from the project was not initially acceptable. With mitigation, identified in the mitigation section of this review, the project will be in compliance with explosive and flammable hazard requirements.” |
| 5 | No | “This project is a hazardous facility. The Separation Distance was not initially acceptable. With mitigation, identified in the mitigation section of this review, the project will be in compliance with explosive and flammable hazard requirements.” |
| 5 | Yes | “This project is a hazardous facility. The Separation Distance is acceptable based on the standards in the Regulation. The project is in compliance with explosive and flammable hazard requirements.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| HUD-assisted projects must meet Acceptable Separation Distance (ASD) requirements to protect them from explosive and flammable hazards. | N/A | 24 CFR Part 51 Subpart C |
| **Reference** | | |
| https://www.hudexchange.info/environmental-review/explosive-and-flammable-facilities/ | | |

1. **Is the proposed HUD-assisted project itself the development of a hazardous facility (a facility that mainly stores, handles or processes flammable or combustible chemicals such as bulk fuel storage facilities and refineries)?**

* No

**Next**

Next Question (2)

* Yes

Explain:

Mandatory Text box

**Next**

Next Question (5)

1. **Does this project include any of the following activities: development, construction, rehabilitation that will increase residential densities, or conversion?**

* No

Screen Summary

**Next**

* Yes

**Next**

Next Question (3)

1. **Within 1 mile of the project site, are there any current *or planned* stationary aboveground storage containers[[103]](#footnote-105) that are covered by 24 CFR 51C? Containers that are NOT covered under the regulation include:**

* Containers 100 gallons or less in capacity, containing **common liquid industrial fuels**[[104]](#footnote-106)

OR

* Containers of liquefied petroleum **gas**[[105]](#footnote-107)(LPG) or propane with a water volume capacity of 1,000 gallons or less that meet the requirements of the 2017 or later version of National Fire Protection Association (NFPA) Code 58.

If all containers within the search area fit the above criteria, answer “No”. For any other type of aboveground storage container within the search area that holds one of the flammable or explosive materials listed in Appendix I of 24 CFR part 51 subpart C, answer “Yes”.

* No

Upload all documents used to make your determination in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Yes

**Next**

Next Question (4)

1. **Visit HUD’s website to identify the appropriate tank or tanks to assess and to calculate the required separation distance using the** [**electronic assessment tool**](https://www.hudexchange.info/programs/environmental-review/asd-calculator/)**. To document this step in the analysis please attach the following supporting documents to this screen:**

* Map identifying the tank selected for assessment, and showing the distance from the tank to the proposed HUD-assisted project site; and
* Electronic assessment tool calculation of the required separation distance.

**Based on the analysis, is the proposed HUD-assisted project site located at or beyond the required separation distance from all covered tanks?**

* + Yes

Screen Summary

**Next**

* + No

Next Question (6)

1. **Is the hazardous facility located at an acceptable separation distance from residences and any other facility or area where people may congregate or be present?**

**Visit HUD’s website to identify the appropriate tank or tanks to assess and to calculate the required separation distance using the** [**electronic assessment tool**](https://www.hudexchange.info/programs/environmental-review/asd-calculator/)**.**

* + Yes

Upload map(s) showing the location of the project site relative to residences and any other facility or area where people congregate or are present and your separation distance calculations in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* + No

Upload map(s) showing the location of the project site relative to residences and any other facility or area where people congregate or are present and your separation distance calculations in the Screen Summary at the conclusion of this screen.

**Next**

Next Question (6)

1. **For the project to be brought into compliance with this section, all adverse impacts must be mitigated. Mitigation measures may include both natural and manmade barriers, modification of the project design, burial or removal of the hazard, or other engineered solutions. Describe selected mitigation measures, including the timeline for implementation, and attach an implementation plan. If negative effects cannot be mitigated, cancel the project using the button at the bottom of this screen.**

Note that only licensed professional engineers should design and implement blast barriers. If a barrier will be used or the project will be modified to compensate for an unacceptable separation distance,[[106]](#footnote-108) upload approval from a licensed professional engineer in the Screen Summary at the conclusion of this screen.

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Explosives in the [Mitigation Measure or Condition] column.

Screen Summary

**Next**

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2085 - Noise Abatement and Control (50/58)

Business Rules:

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

* On those questions where it is necessary to know the project’s level of review, it is based on the project’s LoR at the time the user is completing the screen. Changes to the LoR should not change the outcome of the screen unless/until the user changes their responses to question 1 of this screen.
* All questions/text boxes are mandatory unless otherwise indicated
* User’s response(s) to Question 1 will determine whether the user is done with this screen, should proceed to Question 2, or should proceed directly to Question 4.
* Users may select multiple responses to Question 1. If the user selects more than one response, he should follow the instructions of the response with the most review required: New construction > Rehab > all other responses.
* If the user selects “Rehabilitation” in Question 1, the routing will depend on the level of the review for the project. EA reviews will be treated as “Major Rehab” while CEST and CEST converted to Exempt reviews will be treated as “Minor Rehab.”
* On Question 5, outcomes will depend on the project’s Level of Review and activity types. Type of activity can come from the response to Question 1. Level of review will depend on which track the project is on.
* On Question 5, responses may require a different level of review. Users should get a pop-up with this information. After the user selects [OK] on the pop-up, they should return to this screen in progress.
* If the user completes Questions 3 OR 5 AND 6, the auto filled text will depend on responses to both questions. This screen indicates the appropriate auto filled text in Question 5, but the full text will also depend on Question 6. While most of the output text will depend on their responses to 3 and 5, the output texts to those responses include the phrase “[with/without] mitigation.”
  + If the user selects “No mitigation necessary” in Question 6, the highlighted gray text should read “without.”
  + If the user selects any other response in Question 6, the highlighted gray text should read “with.”

See the compliance determination table for further details.

Compliance Determinations Table

| **Question #** | **Answer** | **Compliance Determination** |
| --- | --- | --- |
| 1 | A research demonstration project, OR  An interstate land sales registration, OR  Any timely emergency assistance…, | “Based on the project description the project includes no activities that would require further evaluation under this section. HUD’s noise regulation is not applicable to this project per 24 CFR 51.101(a)(3).” |
| 1 | None of the above | “Based on the project description, this project includes no activities that would require further evaluation under HUD’s noise regulation. The project is in compliance with HUD’s Noise regulation. ” |
| 2 | Yes | “The project is modernization or minor rehabilitation of an existing residential property. The project will include standardized noise attenuation measures. The project is in compliance with HUD’s Noise regulation.” |
| 2 | No | “The project is modernization or minor rehabilitation of an existing residential property. A Preliminary Screening was performed, and found the following: [text box from Question 3]. The project is in compliance with HUD’s Noise regulation [with/without] mitigation.” |
| 4 | There are no noise generators found within the threshold distances above | “The Preliminary Screening identified no noise generators in the vicinity of the project. The project is in compliance with HUD’s Noise regulation.” |
| 5 | Acceptable | “A Noise Assessment was conducted. The noise level was acceptable: [noise level number] db. See noise analysis. The project is in compliance with HUD’s Noise regulation.” |
| 5 | Normally Unacceptable and project is rehab | “A Noise Assessment was conducted. The noise level was normally unacceptable: [noise level number] db. See noise analysis. The project is in compliance with HUD’s Noise regulation [with/without] mitigation.” |
| 5 | Normally Unacceptable  and under  Is your project in a largely undeveloped area/No and  project is CEST or CEST Converted to Exempt | “A Noise Assessment was conducted. The noise level was normally unacceptable: [noise level number] db. See noise analysis. An Environmental Assessment is required for the project to be in compliance with this section because the project is new construction not in a largely undeveloped area.” |
| 5 | Normally Unacceptable and  Is your project in a largely undeveloped area/No and  project is EA | “A Noise Assessment was conducted. The noise level was normally unacceptable: [noise level number] db. See noise analysis. The project is in compliance with HUD’s Noise regulation [with/without] mitigation. |
| 5 | Normally Unacceptable; new construction; and  Is your project in a largely undeveloped area/Yes | “A Noise Assessment was conducted. The noise level was normally unacceptable: [noise level number] db. See noise analysis. An Environmental Impact Statement is required for the project to be in compliance with this section because the project is new construction in a largely undeveloped area.” |
| 5 | Unacceptable  and the project is rehabilitation | “A Noise Assessment was conducted. The noise level was unacceptable: [noise level number] db. See noise analysis. Conversion to a noise-compatible land use was explored but not implemented. The project is in compliance with HUD’s Noise regulation [with/without] mitigation..” |
| 5 | Unacceptable  and the project is  new construction | “A Noise Assessment was conducted. The noise level was unacceptable: [noise level number] db. See noise analysis. The project is new construction. An EIS is required. An EIS waiver has been obtained from the Certifying Officer or the Assistant Secretary for Community Planning and Development per 24 CFR 51.104(b)(2). The project is in compliance with HUD’s Noise regulation [with/without] mitigation. |
| 5 | Unacceptable  and the project  converts to an EIS | “A noise assessment was conducted. The noise level was unacceptable. Since the project is new construction, an EIS is required.” |

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulation** |
| HUD’s noise regulations protect residential properties from excessive noise exposure. HUD encourages mitigation as appropriate. | Noise Control Act of 1972  General Services Administration Federal Management Circular 75-2: “Compatible Land Uses at Federal Airfields” | Title 24 CFR 51 Subpart B |
| **Reference** | | |
| https://www.onecpd.info/environmental-review/noise-abatement-and-control | | |

1. **What activities does your project involve? Check all that apply:**

* New construction for residential use

Once selected, display the following text:

NOTE: HUD assistance to new construction projects is generally prohibited if they are located in an Unacceptable zone, and HUD discourages assistance for new construction projects in Normally Unacceptable zones. See 24 CFR 51.101(a)(3) for further details.

Next Question (4)

**Next**

* Rehabilitation of an existing residential property

Once selected, display the following text for EA reviews and route to Q4:

NOTE: For major or substantial rehabilitation in Normally Unacceptable zones, HUD encourages mitigation to reduce levels to acceptable compliance standards. For major rehabilitation in Unacceptable zones, HUD strongly encourages mitigation to reduce levels to acceptable compliance standards. See 24 CFR 51 Subpart B for further details.

Next Question (4)

**Next**

Once selected, display the following text for CEST or CEST converted to Exempt reviews and route to Q2:

NOTE: For modernization projects in all noise zones, HUD encourages mitigation to reduce levels to acceptable compliance standards. See 24 CFR 51 Subpart B for further details. The definition of “modernization” is determined by program office guidance.

Next Question (2)

**Next**

* A research demonstration project which does not result in new construction or reconstruction

**Next**

Screen Summary

* An interstate land sales registration

**Next**

Screen Summary

* Any timely emergency assistance under disaster assistance provisions or appropriations which are provided to save lives, protect property, protect public health and safety, remove debris and wreckage, or assistance that has the effect of restoring facilities substantially as they existed prior to the disaster

**Next**

Screen Summary

* None of the above

**Next**

Screen Summary

1. **Do you have standardized noise attenuation measures that apply to all modernization and/or minor rehabilitation projects, such as the use of double glazed windows or extra insulation?**

* Yes

Indicate the type of measures that will apply (check all that apply):

[Multiple selections possible]

* Improved building envelope components (better windows and doors, strengthened sheathing, insulation, sealed gaps, etc.)
* Redesigned building envelope (more durable or substantial materials, increased air gap, resilient channels, staggered wall studs, etc.)
* Other

Explain:

Mandatory Text box for other

**Next**

Screen Summary

* No

**Next**

Next Question (3)

1. **Complete the Preliminary Screening to identify potential noise generators in the vicinity (1000’ from a major road, 3000’ from a railroad, or 15 miles from an airport).**

Describe findings of the Preliminary Screening:

Mandatory Text box for description

**Next**

Next Question (6)

1. **Complete the Preliminary Screening to identify potential noise generators in the vicinity (1000’ from a major road, 3000’ from a railroad, or 15 miles from an airport).**

Indicate the findings of the Preliminary Screening below:

* There are no noise generators found within the threshold distances above.

Upload a map showing the location of the project relative to any noise generators in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Noise generators were found within the threshold distances.

Next Question (5)

**Next**

1. **Complete the Noise Assessment Guidelines to quantify the noise exposure. Indicate the findings of the Noise Assessment below:**

* Acceptable: (65 decibels or less; the ceiling may be shifted to 70 decibels in circumstances described in §24 CFR 51.105(a))

Indicate noise level here: [numerical field] [insert this number into autofill text below]

Upload noise analysis, including noise level and data used to complete the analysis, in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* Normally Unacceptable: (Above 65 decibels but not exceeding 75 decibels; the floor may be shifted to 70 decibels in circumstances described in 24 CFR 51.105(a))

If project is “major rehab”:

Indicate noise level here: [numerical field] [insert this number into autofill text below]

Upload noise analysis, including noise level and data used to complete the analysis, in the Screen Summary at the conclusion of this screen.

**Next**

Next Question (6)

If project is “new construction”:

Is your project in a largely undeveloped area[[107]](#footnote-109)?

* + No

If project is “CEST” or “CEST converted to Exempt”:

Your project requires completion of an Environmental Assessment pursuant to 51.104(b)(1)(i).

You must *manually change* the level of review for this project by navigating to “Level of Review Determination” using the menu on the left side of your screen and selecting “Environmental Assessment” on screen 1311 – Level of Review.

**Next**

**OK**

If project is an “EA”:

Indicate Noise Level here: [numerical field] [insert this number into autofill text below]

Upload noise analysis, including noise level and data used to complete the analysis, and any other relevant information in the Screen Summary at the conclusion of this screen:

**Next**

Next Question (6)

* + Yes

Your project requires completion of an Environmental Impact Statement pursuant to 51.104(b)(1)(i).

You must start a *new* environmental review for this project and select “Environmental Impact Statement” as the appropriate level of review. Please cancel this review.

**Next**

**OK**

* Unacceptable: (Above 75 decibels)

**Next**

If project is “major rehab”:

HUD strongly encourages conversion of noise-exposed sites to land uses compatible with high noise levels.

* Check here to affirm that you have considered converting this property to a non-residential use compatible with high noise levels.

Indicate Noise Level here: [numerical field] [insert this number into autofill text below]

Upload noise analysis, including noise level and data used to complete the analysis in the Screen Summary at the conclusion of this screen:

**Next**

Next Question (6)

If project is “new construction”:

Your project requires completion of an Environmental Impact Statement pursuant to 51.104(b)(1)(i).

You may either complete an EIS *or* provide a waiver signed by the appropriate authority.Indicate your choice below.

* Convert to an EIS

You must start a *new* environmental review for this project and select “Environmental Impact Statement” as the appropriate level of review.

**Next**

**OK**

* Upload waiver

**Next**

Indicate Noise Level here: [numerical field] [insert this number into autofill text below]

Upload noise analysis, including noise level and data used to complete the analysis in the Screen Summary at the conclusion of this screen:

Upload an Environmental Impact Statement waiver from the Certifying Officer or the Assistant Secretary for Community Planning and Development per 24 CFR 51.104(b)(2) in the Screen Summary at the conclusion of this screen:

**Next**

Next Question (6)

1. **HUD strongly encourages mitigation be used to eliminate adverse noise impacts. Explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review.**

* Mitigation as follows will be implemented:

Mandatory textbox:

The entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Noise Abatement and Control in the [Mitigation Measure or Condition] column.

Upload drawings, specifications, and other materials as needed to describe the project’s noise mitigation measures in the Screen Summary at the conclusion of this screen.

**Next**

Screen Summary

* No mitigation is necessary.

Explain why mitigation will not be made here:

Mandatory text box if user selected ‘no mitigation necessary’

:

**Next**

Screen Summary

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

## 2090 – Housing Requirements (50)

Follow rules as stated in screen section **2005 – Related Federal Laws and Authorities** plus the following:

This screen ONLY applies to Part 50 reviews, even if “Housing:..” or “Rental Assistance Demonstration (RAD)” was selected in screen **1105 - Initial Screen** for a Part 58 review this screen does NOT apply.

Compliance Determination Table:

|  |  |  |
| --- | --- | --- |
| **Question #** | **Answer** | **Compliance Determination** |
| All |  | “See appendix for compliance with Housing Requirements.” |

All radio button selections are non-mandatory. If the user does not select any radio buttons the system will still save the screen and the output will have no selected radio buttons.

Start of Screen here and display the following note in red font at top of screen:

“Note that if you change an answer you must press the “Next” button in order for the information to save, and proceed to the appropriate next question.”

|  |  |  |
| --- | --- | --- |
| **General Requirements** | **Legislation** | **Regulations** |
| Many Housing Programs have additional requirements beyond those listed at 50.4. Some of these relate to compliance with 50.3(i) and others relate to site nuisances and hazards. |  | 24 CFR 50.3(i)  24 CFR 35 |
| **Reference** | | |
| https://www.hudexchange.info/programs/environmental-review/housing/#featured-topics | | |

**Housing Requirements**

Requirements for evaluating additional housing requirements vary by program. Refer to the appropriate guidance for your program area (i.e. the Multifamily Accelerated Processing (MAP) guide, Chapter 7 of the Healthcare Mortgage Insurance Handbook, etc.) for specific requirements.

Tips for completing this screen:

* Discuss compliance steps and determinations in the text boxes below each topic. Upload documentation.
* Any required mitigation measures (for example, radon mitigation or asbestos remediation) must be summarized in the Mitigation Text box at the bottom of this screen. This Mitigation Text Box will automatically populate the Mitigation Measures and Conditions Screen for the project as a whole.
* Summarize compliance determinations in the final Compliance Determination Text Box. This will appear after you complete the mitigation text box and will populate the Related Laws and Authorities summary screen. If you do not enter any project specific data, the system will automatically populate Housing Requirements with “See appendix for compliance with Housing Requirements.” You may upload additional documents here if not already captured in the documentation uploaded for each topic.

**Lead-based paint**

Lead-based paint may be present in buildings built prior to 1978. Guidance materials related to lead-based paint, including a helpful online Lead Rule Compliance Advisor, may found by following the link to HUD’s website above. Buildings constructed in 1978 or later do not require lead-based paint testing. Refer to specific program guidance for additional exemptions and requirements.

Was a lead-based paint inspection or survey performed by the appropriate certified lead professional?

🞏 Yes

🞏 No, because the project was previously deemed to be lead free.

Upload all lead free certificates.

🞏 No, because the project does not involve any buildings constructed prior to 1978.

Provide documentation of construction date(s) below.

🞏 No, because program guidance does not require testing for this type of project

For example: HUD’s lead-based paint requirements at 24 CFR Part 35 do not apply to housing designated exclusively for the elderly or persons with disabilities, unless a child of less than 6 years of age resides or is expected to reside in such housing. In addition, the requirements do not apply to 0-bedroom dwelling units.

Explain in textbox below

Was lead-based paint identified on site?

(Display this question only if user responded “yes” to preceding question)

🞏 Yes

Refer to program guidance for remediation requirements. Describe the testing procedure and findings in the textbox below and any necessary mitigation measures in the Mitigation textbox at the bottom of this screen. Upload all documentation below.

🞏 No

Upload all testing documents demonstrating that no lead-based paint was found below.

Describe how compliance or exemption was met and upload any relevant documents such as reports, surveys, and letters below.

Optional medium-sized textbox.

File upload:

**Radon**

Many Housing Programs require radon testing and mitigation. Radon is a colorless, odorless gas that can enter the air inside of buildings. Refer to specific program guidance for exemptions and requirements.

Was radon testing performed following the appropriate and latest ANSI-AARST standard?

🞏 Yes

🞏 No, because program guidance does not require testing for this type of project.

Note that radon testing is encouraged for all HUD projects, even where it is not required. Explain why radon testing was not completed below.

Did testing identify one or more units with radon levels above the EPA action level for mitigation?

(Display this question only if user responded “yes” to preceding question)

* Yes

Refer to program guidance for remediation requirements. Describe the testing procedure and findings below and any necessary mitigation measures in the Mitigation textbox at the bottom of this screen. Upload all documentation below

* No

Upload below all testing documents demonstrating that radon was not found above EPA action levels for mitigation.

Describe how compliance or exemption was met and upload any relevant documents such as reports, surveys, and letters below.

Optional medium-sized textbox.

File upload:

**Asbestos**

Asbestos may be present in older buildings and in roofing materials through the present day. Refer to specific program guidance for date thresholds, additional exemptions and requirements.

Was a comprehensive asbestos building survey performed pursuant to the relevant requirements of the latest ASTM standard?

🞏 Yes

🞏 No, because the project meets a date threshold in program guidance.

Provide documentation of construction date(s) and how this fits program guidance below.

🞏 No, because program guidance does not require testing for this type of project

Explain in textbox below.

Was asbestos identified on site?

(Display this question only if user responded “yes” to preceding question)

🞏 Yes, friable or damaged asbestos was identified.

Refer to program guidance for remediation requirements. Describe the testing procedure and findings in the textbox below and any necessary mitigation measures in the Mitigation textbox at the bottom of this screen. Upload all documentation below.

🞏 Yes, asbestos was identified, but it was not friable or damaged

Refer to program guidance for remediation requirements. Describe the testing procedure and findings in the textbox below and any necessary mitigation measures in the Mitigation textbox at the bottom of this screen. Upload all documentation below.

🞏 No

Upload all testing documents demonstrating that no asbestos was found below.

Describe how compliance or exemption was met and upload any relevant documents such as reports, surveys, and letters below.

Optional medium-sized textbox.

File upload:

**Additional Nuisances and Hazards**

Many Housing Programs have additional requirements with respect to common nuisances and hazards. These include High Pressure Pipelines; Fall Hazards (High Voltage Transmission Lines and Support Structures); Oil or Gas Wells, Sour Gas Wells and Slush Pits; and Development planned on filled ground. There may also be additional regional or local requirements.

Describe how compliance or exemption was met for any relevant nuisance, hazard or local requirement and upload any documents such as reports, surveys, and letters below.

Optional medium-sized textbox.

File upload:

**Mitigation:**

Explain in detail the exact measures that must be implemented to mitigate for any impact or effect discussed on this screen, including the timeline for implementation. This information will be automatically included in the Mitigation summary for the environmental review. If no mitigation is required for any of the factors listed above, leave this textbox blank.

Optional Text to document mitigation measures.

If this text box is used, the entered statement needs to be displayed in screen **5000 – Mitigation Measures and Conditions** under Housing Requirements in the [Mitigation Measure or Condition] column.

**Screen Summary**

**Compliance Determination**

Describe the basis that led to your determination here, identifying all key elements from your support documentation that substantiate your determination. The following minimum language is based on your responses in this section. You are strongly encouraged to edit this language to provide a clear description of your determination and a synopsis of the information that it was based on, such as:

* Map panel numbers and dates
* Names of all consulted parties and relevant consultation dates
* Names of plans or reports and relevant page numbers
* Any additional requirements specific to your region

This box should contain the text from the Compliance Determination chart above in an editable format. Users should be able to input 4,000 characters in this box.

**Supporting documentation**

Upload all supporting documents required in this section here: [Multiple Upload, optional]

**Are formal compliance steps or mitigation required?**

* Yes
* No

**Save and Return to Summary**

**Cancel Review**

# 4000 - EA Factors

## 4010 - EA Factors – Summary (50/58) 🗹

Business Rules:

[Save] saves the current screen content and stays on the screen. The several save buttons all save the whole screen, not just the section that they are placed in.

[Save and Go Back] saves the information and sends the user to **2005 – Related Federal Laws and Authorities**

[Save and Continue] sends the user to 4100 – Environmental Assessment Analysis

The user should be able to use the [Save and Continue] button to proceed to the next screen at any time.

Text entered into the text boxes in the [Mitigation] column will be displayed on screen **5000 – Mitigation Measures and Conditions** in [Mitigation Measure or Condition] column and in on screen **7000 – Mitigation Follow-Up** in the first two columns as well as in the generated applicable output documents.

**Environmental Assessment Factors** [24 CFR 58.40; Ref. 40 CFR 1508.8 & 1508.27]

For more information:

[~~https://www.onecpd.info/environmental-review/environmental-assessments~~](https://www.onecpd.info/environmental-review/environmental-assessments)

<https://www.onecpd.info/programs/environmental-review/environmental-assessment>

**Impact Codes**: Choose from the following impact codes to document the impact for each factor.

**(1)** Minor beneficial impact

**(2)** No impact anticipated

**(3)** Minor adverse impact – may require mitigation

**(4)** Significant or potentially significant impact requiring avoidance or modification which may require an Environmental Impact Statement

**Directions:**

The following chart is for the analysis of Environmental Assessment Factors.

* Information for the Environmental Assessment Factor can be found on the Office of Environment and Energy Website, which is listed above.
* The Impact Code column is a drop down for Impact Codes, which are listed above.
* The Impact Evaluation column is for impact analysis; for ALL Impact Codes record the qualitative and quantitative significance of the effects of the proposal on the character, features and resources of the project area.  Provide the necessary reviews or consultations that have been completed and applicable permits of approvals have been obtained or noted. Provide citations, including dates/names/titles of contacts, as appropriate.
* Use the Mitigation column to explain in detail the exact measures that must be implemented to mitigate for the impact or effect, including the timeline for implementation. This information will be automatically included in the Mitigation Summary for the environmental review.
* At the bottom of the screen upload verifiable source documentation as referenced and described in support of each determination, as appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Assessment Factor** | **Impact**  **Code** | **Impact Evaluation** | **Mitigation** |
| **LAND DEVELOPMENT**  **Save** | | | |
| Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Soil Suitability / Slope/ Erosion / Drainage and Storm Water Runoff | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Hazards and Nuisances  including Site Safety and Site-Generated Noise | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| **SOCIOECONOMIC**  **Save** | | | |
| Employment and Income Patterns | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Demographic Character Changes / Displacement | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Environmental Justice EA Factor | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| **COMMUNITY FACILITIES AND SERVICES**  **Save** | | | |
| Educational and Cultural Facilities (Access and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Commercial Facilities (Access and Proximity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Health Care / Social Services (Access and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Solid Waste Disposal and Recycling (Feasibility and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Waste Water and Sanitary Sewers (Feasibility and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Water Supply (Feasibility and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Public Safety  - Police, Fire and Emergency Medical | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Parks, Open Space and Recreation (Access and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Transportation and Accessibility (Access and Capacity) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| **NATURAL FEATURES**  **Save** | | | |
| Unique Natural Features /Water Resources | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Vegetation / Wildlife (Introduction, Modification, Removal, Disruption, etc.) | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Other Factors 1 ~~Air Quality EA Factor~~ | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Other Factors 2 | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| **CLIMATE AND ENERGY**  **Save**  **Save** | | | |
| Climate Change | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |
| Energy Efficiency | Choose the impact code | [Text Box] | [Text Box – this information will autofill the mitigation screen and output] |

**Supporting documentation**

Upload all documents supporting your conclusions in this section here:

**Save and Continue**

**Save**

**Save and Go Back**

## 4100 – Environmental Assessment Analysis (50/58) 🗹

[~~https://www.onecpd.info/environmental-review/environmental-assessments~~](https://www.onecpd.info/environmental-review/environmental-assessments)

<https://www.onecpd.info/programs/environmental-review/environmental-assessment>

~~\*~~**Cumulative Impact Analysis** [24 CFR 58.32; 40 CFR 1508.7]:

Identify belowthe cumulative impact on the environment that will result from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or non-federal) or person undertakes such actions. Cumulative impacts can result from individually minor but collectively significant actions taking place over time.

Optional Text box for description

**Alternatives** [24 CFR 58.40(e); 40 CFR 1508.9]

Identify below other reasonable courses of action that were considered and not selected, such as other sites, design modifications, or other uses of the subject site. Include the benefits and adverse impacts to the environment of each alternative, and the reasons (e.g., economic, engineering, or others) for rejecting it.

Optional Text box for description

\***No Action Alternative** [24 CFR 58.40(e); 40 CFR 1502.14]

Identify below the "no action" alternative, describing the most likely conditions expected to exist in the future in the absence of the implementation of any action.

Optional Text box for description

**Additional Studies Performed:**

Optional Text box

[Optional Upload]

**List of Sources, Agencies and Persons Consulted [40 CFR 1508.9(b)]:**

Optional Text Box to list sources…..

[Optional Upload]

**List of Permits:** Provide a list of permits, reviews, and approvals that are required for project construction.

Optional Text box for permits

\***Public Outreach** [24 CFR 50.23 and 58.43]**:** Provide your FONSI/FOSI notice dissemination list. Also, describe any additional public meetings and hearings that were held as part of or were relevant to the environmental review.

[Mandatory Upload]

Optional Text box for public outreach

\***Summary of Findings and Conclusions:**

Identify below the main points of analysis in the Environmental Assessment. The summary should include any potential impacts of the proposed project, both beneficial and potentially adverse. The summary must also discuss any changes to the proposal necessary to avoid significant impacts.

Optional Text box for description

**Save and Continue**

**Save and Go Back**

Business rules:

[Save and Go Back] sends user to 4010 – Environmental Assessment Factors

[Save and Continue] sends user to 5000 – Mitigation Measures and Conditions

Users should be able to move back and forth at will, regardless of how many or few questions are complete. No questions on this screen are “mandatory,” even though some have asterisks.

# 5000 - Mitigation Measures and Conditions (50/58)

Business rules:

The user gets routed to here from screen **2005 – Related Federal Laws and Authorities** for Exempt, CEST, CEST converted to Exempt, and CENST type of reviews or from screen **4100 – Environmental Assessment Analysis** if the review is an EA.

Show this screen for all projects/review types and regardless of the review being a Part 50 or a Part 58 type review.

The text in the Mitigation Measure or Condition column should be imported from screens in **2005 – Related Federal Laws and Authorities** and **4010 – Environmental Assessment Factors** series as noted below and in the affected screens. That same text will then also be displayed on screen **7000 – Mitigation Follow-Up** in the first two columns as well as on the applicable generated output documents.

Only those laws and authorities where text was entered into the mitigation textbox should be shown on this screen, with the following 2 exceptions:

**Exception 1**: Contamination screens should show only if the user selected the second response to question (3) (non-Housing) (“Adverse environmental impacts can be eliminated through mitigation”) or if the Cleanup selection was checked.

In Text import column, import text from textboxes indicated.

**Key**:

* 5/Y = question 5, “Yes” response
* 3/3 = question 3, third response
* 3 = all text from question 3

**Exception 2**: For Airports and Flood Insurance (screens **2070 – Airport Hazards**, **2072 – Airport Runway Clear Zones**, and **2040 – Flood Insurance**): show condition text as indicated below.

The first column should link back to appropriate screen.

The text in the "Mitigation Plan" column in the Related Laws table is not required, but will show up in the outputs if present.

At the bottom of the screen the user will have the ability to add a new "Miscellaneous Factors" ad hoc list. Each row will contain a "Law, Authority, or Factor" text column and a "Mitigation Measure or Condition" and "Mitigation Plan" text column that the user can add additional factors and also remove them. The format of this second table will be the same as the first part of the screen and separated with a small space in between. The text in the "Mitigation Plan" column in the Ad Hoc table is not required, but will show up in the outputs if present.

When the user first accesses the screen there will be no user-added rows displayed. The user will have to add the first row and can then add up to 10 user added mitigation factors. If the user attempts to add more than 10 mitigation measures a notification message will be displayed with the following text:

There is a limit of 10 new mitigation measures or conditions that may be added to this screen. If you need to add more than that, consider consolidating some mitigation measures or conditions into a single line or block.

For more assistance, please consult with your Field Environmental Officer or Program Environmental Specialist.

When the user Deletes one or more Ad Hoc Mitigations, and clicks the Add Ad Hoc Mitigation button without saving a notification message will be displayed with the following text:

You have one or more pending removals. Please save them before adding any new mitigation measures or conditions.

**Before proceeding with this screen, review to ensure that you have completed all preceding screens. The mitigation measures and conditions below are generated from information provided in the Law and Authority and EA Factor screens, so it is important that all previous screens be finalized before continuing.**

**Review the mitigation measures and conditions required of this project below.**

|  |  |  |
| --- | --- | --- |
| Law, Authority, or Factor | Mitigation Measure or Condition | Mitigation Plan |
| Airport Hazards | [Import text from 2070 - 4/3] [Note: This mitigation box is optional: include ONLY if user typed anything in the optional mitigation text box]  OR  [If user responded ‘This project involves the acquisition or sale of an existing property that will be frequently used or occupied by people’ to Q5, display the following text:]  Written notice must be provided to prospective buyers to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project. | [User entered text] |
| Airport Runway Clear Zones | [If user responded Yes to Q2, display the following text:]  Written notice must be provided to prospective buyers to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project. | [User entered text] |
| Flood Insurance | [If user responded ‘Yes, the community is participating in the National Flood Insurance Program.’ to Q3, display the following text:]  For loans, loan insurance or guarantees, the amount of flood insurance coverage must at least equal the outstanding principal balance of the loan or the maximum limit of coverage made available under the National Flood Insurance Program, whichever is less.  For grants and other non-loan forms of financial assistance, flood insurance coverage must be continued for the life of the building irrespective of the transfer of ownership. The amount of coverage must at least equal the total project cost or the maximum coverage limit of the National Flood Insurance Program, whichever is less. | [User entered text] |
| Clean Air Act | [Import text from 2010 - 5/Y] | [User entered text] |
| Coastal Zone Management Act | [Import text from 2020 - 4] | [User entered text] |
| Contamination and Toxic Substances | [Import text from either 2076 - 4 or 2077 - 3] | [User entered text] |
| Endangered Species Act | [Import text from 2025 - 3 *unless* user checked “No mitigation necessary”] | [User entered text] |
| Explosive and Flammable Hazards | [Import text from 2080 - 5] | [User entered text] |
| Farmlands Protection | [Import text from 2035 - 4/2] | [User entered text] |
| Floodplain Management | [Import text from 2045 – “mitigation”] | [User entered text] |
| Historic Preservation | [Import text from 2052 – Step 4/Yes OR Step 4/No/“conditions”] | [User entered text] |
| Noise Abatement and Control | [Import text from 2085 - 6/1st text box] | [User entered text] |
| Sole Source Aquifers | [Import text from 2055 - 6/1] | [User entered text] |
| Wetlands Protection | [Import text from 2060 - 3] | [User entered text] |
| Wild and Scenic Rivers Act | [Import text from 2065 - 3] | [User entered text] |
| Housing Requirements (MAP Guide) | [Import text from 2090] | [User entered text] |
| Environmental Justice | [Import text from 2030 - 3/3] | [User entered text] |
| Conformance with Plans / Compatible Land Use and Zoning / Scale and Urban Design | [Import text from mitigation column of 4010] | [User entered text] |
| Soil Suitability/ Slope/ Erosion/ Drainage/ Storm Water Runoff | [Import text from mitigation column of 4010] | [User entered text] |
| [etc… (include all EA factors)] | [Import text from mitigation column of 4010] | [User entered text] |
| ~~Permits, reviews, and approvals~~ | ~~[Import text from permits box on 4100]~~ | [User entered text] |

Separate the two tables with a small space in between.

Selecting the [Delete] check box immediately deletes the added user entered factor.

|  |  |  |  |
| --- | --- | --- | --- |
| Law, Authority, or Factor | Mitigation Measure or Condition | Mitigation Plan | Delete |
| “User entered Factor 1” | [“User entered text for Factor 1” | [User entered text] | □ |
| “User entered Factor 2” | [“User entered text for Factor 2” | [User entered text] | □ |
| …… | …… |  | □ |

**Add Mitigation Measure or Condition Factor**

To insert additional mitigation measures or conditions not listed here, click the “Add Mitigation Measure or Condition” button above. **If no mitigation measures are required, you may continue to the next page[[108]](#footnote-110). Otherwise, describe the Mitigation Plan below.**

**Project Mitigation Plan**

Explain how the mitigation plans for the above measures and conditions will be carried out and monitored. Clearly identify both the persons responsible for implementing and monitoring mitigation measures and the timeframe in which they will be completed. These measures and conditions must be incorporated into project contracts, development agreements and other relevant documents. (40 CFR 1505.2(c))

Mandatory Text Box or mitigation plan

Attach the mitigation plan here: [Optional upload for monitoring plan]

**Save and Continue**

**Save and Go Back**

**Save**

Business Rules:

The navigation buttons are defined as follows:

* [Save and Go Back] has two navigation options:
  + Screen **4100 - Environmental Assessment Analysis** if the review is a EA
  + Screen **2005 – Related Federal Laws and Authorities** if the review type is CEST, CEST converted to Exempt, CENST, or Exempt
* [Save] saves the data, and the users stays on the screen
* [Save and Continue] has the following navigation options:
  1. If the user is Partner he will be sent to screen **6205 – End Screen for Partners (58)**
  2. Otherwise the following applies based on review type
     1. Review Type Exempt or CENST -> **6220 – Package Screen (50/58)**
     2. Review Type part 58 CEST or CEST converted to Exempt **-> 6210 – CEST Determination (58)**
     3. Review Type part 50 CEST and tiered reviews -> **6215 – CEST Determination (50/58)**
     4. Review Type EA (50 and 58) -> **6310 – EA Determination – Part 58**

# 6000 Final Screens

Business Rules for Final Screens:

If the user is a Partner, then send the Partner to screen **6205 – Preparer Notification Screen (50/58)** *in lieu of any other 6000-level of screens*. Whenever an RE or HUD user would be routed to a 6000-level screen (6210, 6220, etc), a Partner User will be routed to this screen.

## 6205 – Preparer Notification Screen (50/58)🗹

Business Rules:

HEROS needs to give the following screen IF THE USER IS a **Partner user**:

As a Partner User, you cannot proceed past this point in the environmental review. Please assign this review to the Responsible Entity (if Part 58) or HUD (if Part 50) Preparer to complete this review.

Before assigning the review, you are encouraged to preview the environmental review record and ensure that you have completed all required steps. Generate and review the preview of the environmental review record, using the button below, taking special care to ensure that all questions have complete and accurate responses and all supporting documentation*.* If necessary, use the menu on the left side of this screen to navigate through and edit the previous screens.

**Generate Preview of Environmental Review Record**

When you are satisfied with the review up to this point, reassign the environmental review to the Responsible Entity or HUD preparer by selecting Assign Review in the side menu. You are strongly encouraged to call the RE or HUD staff person to ensure availability and awareness of the environmental review record.

**Save and Exit**

**Go Back**

Business Rules:

Clicking the [Generate Preview…] button creates the whole Environmental Review Record (ERR) document in a separate window for viewing.

[Save and Exit] will send all users to **1020 – My Environmental Reviews** and will move the data from the temp to final tables.

[Go Back] sends the user to screen **5000 – Mitigation Measures and Conditions**

### 6210 – CEST Determination (58)

Business Rules:

This follows after screen 5000 – Mitigation Measures and Conditions.

**Environmental Finding**

Document your determination by selecting one of the options below:

* This project converts to Exempt, per §58.34(a)(12) because there are no circumstances which require compliance with any of the federal laws and authorities cited at §58.5
* This project cannot convert to Exempt because there are circumstances which require compliance with one or more federal laws and authorities cited at §58.5.

Complete compliance requirements, publish NOI/RROF and obtain Authority to Use Grant Funds before drawing down funds.

* **Extraordinary circumstances**[[109]](#footnote-111) exist and this project may result in significant environmental impact. This project requires preparation of an Environmental Assessment (EA).

**Go Back**

**Save and Continue**

Business Rules:

[Save and Continue] navigation rules:

* If the first option is selected, send the user to screen **6220 – Package Screen (50/58)** and then to screen **6224 - Conversion to Exempt Signature Screen (58).** The status of the review changes from “CEST” to “CEST converted to Exempt”. In addition Citation §58.34(a)(12) should be saved when a review is converted to Exempt.
* If the second option is selected, send the user to screen **6220 – Package Screen (50/58),** and then to screen **6226 –Signature and Posting for Public Comment Screen (58)**
* If the third option is selected, the user should get a pop-up message stating the following:

Return to the level of review determination screen and manually change the level of the review for this project to EA. When prompted to do so, indicate that the project has been elevated to an EA based on extraordinary circumstances.

**OK**

Following the pop-up, the user should be routed to screen **1311 – Level of Review Determination**.

### 6215 – CEST Determination (50/58) 🗹

Business Rules:

This screen follows from screen **1252 –Written Strategy** (for tiered reviews) or screen **5000 – Mitigation Measures and Conditions** for non-tiered Part 50 reviews. This screen is **not used for Part 58 non-tiered reviews**.

**Environmental Finding**

Document your determination by selecting one of the options below:

* **Extraordinary circumstances**[[110]](#footnote-112) exist and this project may result in significant environmental impact. This project requires preparation of an Environmental Assessment (EA).
* There are no extraordinary circumstances which would require completion of an EA, and this project may remain CEST.

**Go Back**

**Save and Continue**

Business Rules:

If the first option is selected and this is a **tiered review**, the user should get the following pop-up:

This project requires an Environmental Assessment. You must start a *new* review for this project and select “Environmental Assessment” as the appropriate level of review.

**OK**

If the user clicks on [OK] on the pop-up he will be sent to screen **1030 – My Tiered Reviews**

If the first option is selected and this is **NOT a tiered review**, the user should get the following pop-up:

Return to the level of review determination screen and manually change the level of the review for this project to EA. When prompted to do so, indicate that the project has been elevated to an EA based on extraordinary circumstances.

**OK**

If the user clicks on [OK] on the pop-up he will be sent to screen **1020 – My Environmental Reviews**

If the second option is selected, send the user to **6220 – Package Screen**, and follow the navigation on that screen.

[Go Back] navigation rules:

Tiered reviews will be sent back to screen **1252 –Written Strategy** (for tiered reviews)

Non-tiered Part 50 reviews will be sent back to screen **5000 – Mitigation Measures and Conditions**

### 6220 - Package Screen (50/58) 🗹

Business Rules:

This screen applies to ALL Exempt, CENST, CEST, CEST Converted to Exempt, and EA projects—including tiering and non-tiering.

Generate and review the preview of the environmental review record, taking special care to ensure that all questions have complete and accurate responses and all supporting documentation. *It is your responsibility to ensure that the review is complete.* If necessary, use the menu on the left side of this screen to navigate through and edit the previous screens.

**Generate preview of environmental review record**

**Save and Continue**

Business Rules:

Buttons will have the following actions in order:

* Clicking the [Generate Preview…] button creates the whole Environmental Review Record (ERR) document in a separate window for viewing. This button should also be available if the review is called up in “view” mode.

There are different ERR formats depending on the level of review and whether or not the review is tiered. See the individual output formats for more information.

* [Save and Continue] routes the user to the next screen, depending on their level of review and whether the review is part 50 or part 58. It will also move the data from the temp to final tables.
  + For part 58 reviews:
* Exempt and CENST projects go to screen 6222 – Exempt and CENST Signature Screen (58)
* CEST reviews that converted to exempt (on screen 6210 – CEST Determination) go to screen 6224 – Conversion to Exempt Signature Screen (58)
* Reviews that have converted to Exempt use the CEST Output, with the Determination selected that they have converted to Exempt (first option in the output).
* CEST reviews (tiered and non-tiered) go to screen 6226 –Signature and Posting for Public Comment Screen (58)
* EA reviews (tiered and non-tiered) go to screen **6320 – EA Signature and Posting Screen (58)** 
  + For part 50 reviews, route the users to screen **6350 - Certification (50)**

### 6222 – Exempt and CENST Signature Screen (58)

Business Rules:

This screen should be used for Exempt and CENST projects.

**Step One**:

Print the signature page. After the necessary signatures are obtained, scan and upload the document.

**Print Signature Page**

Upload signed signature page:

**Step Two:**

Indicate the date the Environmental Review Record was signed: [Select Date]

**Step Three:**

Generate your final Environmental Review Record for your records.

**Generate Final Environmental Review Record**

**Mark Review Complete**

**Go Back**

Business Rules:

Clicking [Print Signature Page] creates a pop-up of the signature page in word form.

Only after the signed signature page has been uploaded can the user generate the final ERR. The completed ERR has to include the signed scanned in signature page.

Navigation:

[Go back] routes the user to screen **6220 – Package Screen (50/58)**.

The button [Mark Review Complete] is not available until the signature page has been uploaded and a date has been selected.

After the user clicks on[Mark Review Complete] the data will be moved from the temp to final tables and the user will get the following pop-up message:

**Congratulations!**

**You have indicated that your environmental review is now complete.**

Note: it is your responsibility to ensure that the review was completed properly.

You can still make changes to update your review at any time.

**OK**

Once the user clicks on [OK] he will be sent to screen **1020 – My Environmental Reviews**.

At that point, the review’s status is updated to “Complete” or “Complete, conditioned on mitigation.”

### 6224 – Conversion to Exempt Signature Screen (58)

Business Rules:

This screen should be used for non-tiered CEST projects that convert to Exempt (those that selected the first option on screen **6210 – CEST Determination (58).**

Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

**Print Signature Page**

Indicate the date the Environmental Review Record was signed: [Select Date]

**Save and Continue**

**Go Back**

[Save and Continue] routes the user to screen **6600 – Complete and Archive Review (50/58)** and moves the data from the temp to final tables.

[Save and Go Back] routes the user to screen **6220 – Package Screen (50/58)**

Reviews that convert to Exempt must use the CEST Signature Pages and Outputs.

### 6226 – CEST Signature and Posting for Public Comment Screen (58)

Business Rules:

This screen should be used for **tiered** ***and* non-tiered CEST** projects that did **not** convert to exempt (those that selected the second option on screen **6210 – CEST Determination (58).**

The closing date of the public comment period is a required date.

**Step One:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

**Print Signature Page**

\* Indicate the date the Environmental Review Record was signed: [Select Date]

**Step Two:** Indicate the closing date of the public comment period: Click here to select a date.

**Step Three:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

[200 character text box]

**Step Four:** Generate your complete Environmental Review Record for posting on the HUD website for public comment. Pressing this button will cause your Environmental Review Record to be posted at [~~https://www.onecpd.info/environmental-review/environmental-review-records~~](https://www.onecpd.info/environmental-review/environmental-review-records) <https://cpd.hud.gov/cpd-public/environmental-reviews> within 24 hours for the duration of the public comment period. You may wish to provide a link to this website when publishing or posting your NOI-RROF.

**Generate & Post Environmental Review Record**

**Go Back**

**Save and Exit**

**Save and Continue**

Business Rules:

Clicking [Print Signature Page] creates a pop-up of the signature page in word form.

Clicking the [Generate & Post Environmental Review Record] button ALSO automatically save the content of this screen and the following message will be displayed at the top of the screen:

Environmental Review Record will be posted at [~~https://www.onecpd.info/environmental-review/environmental-review-records~~](https://www.onecpd.info/environmental-review/environmental-review-records) <https://cpd.hud.gov/cpd-public/environmental-reviews> within 24 hours for the duration of the public comment period.

Only after the signed signature page has been uploaded and a date has been selected can the user generate and post the ERR. The complete ERR has to include the signed scanned in signature page (minus the RROF and AUGF) for packaging and posting to the public-facing HUD website. The user can save a copy for his own records at this point.

The Environmental Review Record files posted to the public-facing website will be marked either “PT” or “PN” on the public-facing website so users can tell if the review has been posted for Public Comment, or for Archiving.

P = public comment

T = tiered

N = non-tiered

Navigation:

[Go Back] routes the user to screen **6220 – Package Screen (50/58)**

For tiered and non-tiered CEST projects [Save and Continue], will lead to screen 6230 – Notice of Intent to Request Release of Funds (NOI-RROF) (58) and moves the data from the temp to final tables.

[Save and Exit] will send the users to **1020 – My Environmental Reviews** and will move the data from the temp to final tables.

HEROS should automatically post full word documents to the ~~OneCPD~~ Public Site website. The file should be posted in the ‘Public Comment’ folder. The filename should include Project Name and ER ID as per naming conventions outlined in Appendix A

### 6230 - Notice of Intent to Request Release of Funds (NOI-RROF) (58)

Business Rules:

This screen applies to tiered and non-tiered **CEST** reviews and follows screen **6226 –Signature and Posting for Public Comment Screen** where applicable.

All questions below should appear immediately (this is in contrast to previous versions of this screen, in which the questions about public comments appeared only after the user answered previous questions). Those questions that apply only if the user received public comments are optional.

**Notice of Intent to Request Release of Funds (NOI-RROF)**

Indicate means of providing public notice of NOI-RROF *(may select more than one):*

* Published
* Posted
* Click here if you are combining RE and HUD public comment periods because (under Part 58.33)) funds are needed on an emergency basis, and adherence to separate public comment periods would prevent the giving of assistance during a Presidentially-declared disaster or during a local emergency that has been declared by the chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety.

Did you receive any public comments?

* No
* Yes

If you *did* receive public comments, upload both comments received and your responses, including a summary of any changes made, here:

[Optional text box to describe changes]

[Optional upload]:

If you decided to make changes to the environmental review in response to public comments, integrate those changes into the appropriate sections now. Use the side menu to navigate.

**Go Back**

**Save and Continue**

Business Rules:

[Go Back] sends the user back to screen **6226 – CEST Signature and Posting for Public Comment Screen (58)**

[Save and Continue] routes the user to screen **6400 – Request for Release of Funds**

## 6300 Part 58 EAs

The user gets here only after he completed all level 4000 screens.

### 6310 – EA Determination (50/58) 🗹

**Environmental Finding**

Document your finding by selecting one of the options below:

* Finding of No Significant Impact (FONSI)
* Finding of Significant Impact.

An Environmental Impact Statement is required before funds can be committed or drawn down.

**Save and Go Back**

**Save and Continue**

Business Rules:

The Environmental Finding indication will be populated into the output under Environmental Finding.

Navigation Options for [Save and Go Back]

* If user indicated on screen **1365 – Cooperating Agency (50/58)** that they are a cooperating agency, [Save and Go Back] routes to screen **1365 – Cooperating Agency (50/58)**
* Otherwise [Save and Go Back] sends the user back to screen **5000 – Mitigation Measures and Conditions**

Navigation Options for [Save and Continue]

* Part 58 reviews are being sent to screen **6220 –Package Screen (50/58)** followed by screen **6320 - EA Signature and Posting Screen (58)**
* Part 50 reviews are being sent to screen **6220 –Package Screen (50/58)** followed by screen **6350 - Certification (50)**

### 6320 – EA Signature and Posting Screen (58)

Business Rules:

This screen should be used for **EA** level reviews arriving here from screen **6220 – Package Screen (50/58)**.

The closing date of the public comment period is a required date and is only displayed if the user selected “FONSI”.

**Step 1:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

**Print Signature Page**

Indicate the date the Environmental Review Record was signed: [Select Date]

Was the final determination?

* Finding of No Significant Impact (FONSI)
* Finding of Significant Impact (FOSI)

If user selected “FONSI”:

**Step 2:** \* Indicate the closing date of the public comment period: Click here to select a date.

**Step 3:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

[200 character text box]

**Step 4:** Generate your complete Environmental Review Record for posting on the HUD website for public comment. Pressing this button will cause your Environmental Review Record to be posted at [~~https://www.onecpd.info/environmental-review/environmental-review-records~~](https://www.onecpd.info/environmental-review/environmental-review-records) <https://cpd.hud.gov/cpd-public/environmental-reviews> within 24 hours for the duration of the public comment period. You may wish to provide a link to this website when publishing or posting your NOI-RROF.

If user selected “FOSI”:

An Environmental Impact Statement is required before funds can be committed or drawn down. Archive this review on the next screen. Then start a new review and select Environmental Impact Statement (EIS) as the level of review.

**Generate & Post Environmental Review Record**

**Go Back**

**Save and Exit**

**Save and Continue**

Clicking [Print Signature Page] creates a pop-up of the signature page in word format.

If the final determination is “FOSI” selection only after the user selects “FOSI” will the [Generate and Post” button made available.

Only after the signed signature page has been uploaded, “FONSI” has been selected and a closing date for the public comment period has been selected can the user post the review using the [Generate & Post] button.

Clicking the [Generate & Post Environmental Review Record] button ALSO automatically saves the content of this screen and the following message will be displayed at the top of the screen:

Environmental Review Record will be posted at [~~https://www.onecpd.info/environmental-review/environmental-review-records~~](https://www.onecpd.info/environmental-review/environmental-review-records) <https://cpd.hud.gov/cpd-public/environmental-reviews> within 24 hours for the duration of the public comment period.

The complete ERR has to include the signed scanned in signature page (minus the RROF and AUGF) for packaging and posting to the HUD website. The user can save a copy for his own records at this point.

If the user selects “FOSI,” the [Generate & Post] button should not be made available.

For reviews that select **FONSI**:

* Users should be shown steps 2-4
* HEROS should post full word documents to HUD website when the user selects the [Generate & Post] button. The file should be posted in the “Public Comment” folder. The filename should conform to rules discussed with ICF as captured in Appendix A
* [Save and Continue] will lead to screen **6330 – NOI-RROF and Notice of FONSI** and will move the data from the temp to final tables.

For reviews that select **FOSI**:

* Users should be shown the final two sentences regarding completion of an EIS.
* [Save and Continue] will lead to screen **6600 – Complete and Archive Review**
* [Save and Continue] will also change the status of the review to **FOSI** and will move the data from the temp to final tables.

In all cases: [Save and Exit] will send users to **1020 – My Environmental Reviews** and will move the data from the temp to final tables.

### 6330 - Notice of Intent to Request Release of Funds (NOI-RROF) and Notice of Finding of No Significant Impact (FONSI) for EA projects only (58)

Business Rules:

Not all questions are mandatory. The wording in green indicates if these are optional or mandatory questions, but those words should not show up on the actual screen.

Indicate means of providing public notice of NOI-RROF and FONSI *(may select more than one):*

* Published
* Posted

Did you combine the FONSI and NOI-RROF Notices so that the public comment periods for the Notices run concurrently?

* Yes
* No

[These two are optional to be answered by the user]

* + Click here if you are combining RE and HUD public comment periods[[111]](#footnote-113)
  + Click here if you made your FONSI available for public comment for 30 days[[112]](#footnote-114).

Did you receive any public comments?

* No
* Yes

If you *did* receive public comments, respond to the following questions. If you did not receive public comments, you may selected “save and continue” to proceed to the next page.

Indicate whether comments were on NOI-RROF and/or FONSI

[multiple selection possible, response is optional]

* NOI-RROF
* FONSI

Upload both comments received and your responses, including a summary of any changes made, here:

Optional text box to describe changes….

[optional upload]

If you decided to make changes to the environmental review in response to public comments, integrate those changes into the appropriate sections now. Use the side menu to navigate.

Did you change your Finding of No Significant Impact (FONSI) to a Finding of Significant Impact (FOSI)?

[Response to this question is optional]

* No
* Yes

[If user selects “Yes”’ display the following:

A Finding of Significant Impact requires you to complete an Environmental Impact Statement before you can proceed with the project and submit a Request for Release of Funds. You are strongly advised to contact your Field Environmental Officer for more guidance on the preparation of an Environmental Impact Statement. Complete a new signature page before continuing.

Upload signed signature page:

**Print Signature Page**

Indicate the date the Environmental Review Record was signed: [Select Date]

**Archive this review on the next screen. Then start a new review and select Environmental Impact Statement (EIS) as the level of review.**

**Go Back**

**Save and Continue**

Business Rules:

[Go Back] has two navigational options:

* Non-tiered reviews get routed to screen **6230 – Notice of Intent to Request Release of Funds**
* Tiered Reviews get routed to screen **1230 – Tiered Review: EA Upload**

[Save and Continue] navigation depends on the answer to the last question “Did you change your Finding of No Signification Impact to a Finding of Significant Impact,”

* If the user selects [Yes] they will have to complete a new signature page. Several new questions will appear and [Save and Continue] will then route them to screen **6600 – Complete and Archive Review**
* If the user selects [No] to the last question, then [Save and Continue] will route them to screen **6400 – Request for Release of Funds**.

In both cases [Save and Continue] will move the data from the temp to final tables.

### 6350 – Certification (50) 🗹

Business Rules:

Users certify the review by clicking the certification checkbox appropriate to their position. When a checkbox is selected, the system should autofill the user’s name and date under their certification. The user will enter their own title.

Only a user with ECO privileges may complete the certification for Environmental Clearance Officer (ECO), which means the buttons in the ECO section are only enabled if the user has ECO privileges. Otherwise, all HUD users may select any checkbox.

Pressing [Certify] the certification immediately above, including the name, title, and date will be saved.

Pressing [Certify] again can override the information.

[Clear] clears the information entered immediately above, meaning the section (from the title to respective [Certify] / [Clear] buttons).

After a user clicks the [Certify] button, display a pop-up with the following text:

"You have certified this review. If further certifications are required, direct the next reviewer to this screen for his or her certification by selecting Assign Review in the side menu. If all certifications are complete, approve or reject the project using the buttons at the bottom of this screen."

Users may view the entire ERR by selecting the [View Environmental Review Record] button at the top of the screen. The [View] functionality will disable pressing any of the buttons as well.

Not all reviews require all 4 certifications. It is up to the users to determine when certifications are complete. When the certification process is complete, any user may select either of the [Certifications Complete] buttons. If either of the buttons is pressed the data is being moved from the temp to final tables.

For CEST and EA level reviews, the [Certifications Complete – Project Approved] button routes to screen **6600 – Complete and Archive Review**.

For CENST level reviews, the [Certifications Complete – Project Approved] button routes to screen **6605 – Complete Reviews**.

~~In both cases~~ For CENST, the review status is either changed to “Completed” or to “Completed conditioned on mitigation” if the review has mitigation measures stated in screen **5000 – Mitigation Measures and Conditions**. For CEST and EA, the user must complete screen **6600 – Complete and Archive Review** to mark the review as “Completed” or “Completed conditioned on mitigation” if the review has mitigation measures stated in screen **5000 – Mitigation Measures and Conditions.**

The [Certifications Complete – Project Rejected] button routes to screen **1020 – My Environmental Reviews**, and the review status is changed to ‘Rejected.’

The [Exit] button routes to 1020.

The screen should capture and display the certification history.

Actual screen:

To certify this environmental review, complete the certification appropriate to your position. When your certification is complete, direct the next reviewer to this screen for his or her certification by selecting Assign Review in the side menu.

When all necessary certifications have been obtained, select the “Certifications Complete” button at the bottom of this screen to continue. Note that all reviews will not require certifications from all parties listed below.

**View Environmental Review Record**

**Preparer**

**☐ I certify that I have completed this review and prepared the environmental finding where applicable. If information was supplied by an applicant or contractor, I have independently evaluated the information for accuracy and supplemented it if necessary to conform to the requirements of 24 CFR 50.**

**☐ I recommend this project for approval.**

**☐ I recommend that this project be rejected.**

**Comments:**

Medium-sized optional textbox.

Name of Preparer: [when user checks the certification above, auto-fill with user’s name]

Title of Preparer: [blank textbox]

Date: [when user checks the certification above, auto-fill with date]

**Certify**

**Clear**

**Supervisor**

**☐ I certify that I have reviewed this project and:**

**☐ Recommend this project for approval**

**☐ Will route this review back to the preparer with comments**

**Comments:**

Medium-sized optional textbox.

Name of Supervisor: [when user checks the certification above, auto-fill with user’s name]

Title of Supervisor: [blank textbox]

Date: [when user checks the certification above, auto-fill with date]

**Clear**

**Certify**

The checkboxes for ECO should be disabled for users without the ECO user privilege. Users who lack this privilege should see the checkbox grayed out and the following text:

You do not have the privileges necessary to certify as an ECO. If you believe this is an error, contact your HEROS administrator for assistance.

**Environmental Clearance Officer (ECO)**

Environmental Assessments for projects over 200 lots/dwelling units or beds shall be sent to the Field Environmental Clearance Officer (FECO) or, in the absence of a FECO, to the Program Environmental Clearance Officer in Headquarters for review and comment.

**☐ I certify that I have reviewed this project ~~and:~~**

**~~☐ Recommend this project for approval~~**

**~~☐ Do not recommend this project for approval~~**

**~~☐ Will route this review back to the preparer with comments~~**

**Comments:**

Medium-sized optional textbox.

Upload ECO comments for the preparer here:

[Optional Upload]

Name of ECO: [when user checks the certification above, auto-fill with user’s name]

Title of ECO: [autocomplete textbox will let user select an ECO title from the list loaded from the ECO\_TITLES item in the SYS\_CONFIG table, or they can enter their own – note: initial ECO\_TITLES list will include: Field Environmental Clearance Officer (FECO), Regional Environmental Clearance Officer (REO), and Program Environmental Clearance Officer (PECO)]

Date: [when user checks the certification above, auto-fill with date]

**Certify**

**Clear**

**Approving Official**

**☐ I certify that I have made an independent evaluation of the environmental issues, taken responsibility for the scope and content of the compliance finding, EA, or EIS, made the environmental finding where applicable, and I:**

**☐ Approve the environmental review**

**☐ Reject the use of HUD assistance for this project**

**☐ Will route this review back to the preparer**

**Comments:**

Medium-sized optional textbox.

Name of Approving Official: [when user checks the certification above, auto-fill with user’s name]

Title of Approving Official: [blank textbox]

Date: [when user checks the certification above, auto-fill with date]

**Clear**

**Certify**

If all required certifying parties were not able to certify this review in HEROS (for example, if two or more Approving Officials are required to certify the review), a paper signature page may be required to supplement this screen. Upload any paper signature pages here: [optional upload]

The following text should be as prominent as possible (e.g. larger font, red text… anything to make sure that people notice it):

**To direct the next certifier to this review, select Assign Review in the side menu. Assign the review to the next certifier as directed by your local HUD office.**

Upload any additional materials that should be attached to this certification here:

[Optional Upload]

**~~Send Notifications~~**

**Exit**

**Certifications Complete – Project Rejected**

**Certifications Complete – Project Approved**

## 6400 - Request for Release of Funds (58)

Business Rules:

This screen applies to Part 58, CEST, EA and EIS reviews only. The user arrives here from the applicable notice of intent to request release of funds (screen **6230 – Notice of Intent to Request Release of Funds (NOI-RROF (58))** for CEST or screen **6330 – Notice of Intent to Request Release of Funds NOI-RROF and Notice of Finding of No Significant Impact** for EA), or from screen **1370 – Environmental Impact Statement (50/58)** if the review is an EIS.

All imports below should be editable textboxes with text auto filled from previous screens.

All text and checkboxes on the screen are optional (user should be able to click [Save and Continue] or [Exit] without completing any boxes)

Part 1 may be edited by any user with 7015.15 edit privileges (“7015.15: Prepare”).

Part 2 may be edited only by RE users with 7015.15 privileges (“7015.15: Sign as RE”).

Part 3 may be edited only by Partner users with 7015.15 privileges. (“7015.15: Sign as RE”).

Uploads can be performed by any users with 7015.15 edit privileges (“7015.15: Prepare”) and Partner users with 7015.15 upload privileges (“7015.15: Upload”)

This screen may be viewed by:

1. RE Users

2. HUD Users with Part 58 view privileges in the state

3. State Agency Users with Part 58 view privileges in the state

4. Partner users with 7015.15 view, upload, or sign as Non-RE Recipient privileges

The display of the screen should not be affected by the submission checkbox on screen 1024 – Assign Review.

HUD and State Agency Users may access this screen using the [Edit 7015.16] button. When the review is accessed using this button, the side menu should show ONLY screens as defined in the business rules on screen **6500 – Authority to Use Grant Funds**. (The view button will still permit HUD and State Agencies to view the entire environmental review in HEROS.)

Partner Users may access this screen using the side menu links to 7015.15 and 7015.16.

### 7015.15 – Request for Release of Funds and Certification

The following screen can be completed one of two ways. The first option is for form 7015.15 to be signed by the Certifying Officer outside of HEROS and uploaded on the screen. The second option is for form 7015.15 to be certified within HEROS by the Certifying Officer by completing this screen. Both options can be submitted to HUD using the assigned feature at the bottom of this screen. Form 7015.15 is not submitted to HUD until it is assigned to a staff member at the HUD local field office.

**Indicate whether the Certifying Officer completed the 7015.15 on paper or whether they will be certifying the review in HEROS:**

* The Certifying Officer completed a paper 7015.15
* The Certifying Officer will certify the review in HEROS

\***Upload the notice to the public in accordance with 24 CFR 58.70 here:**

If the User selected the first option above, display the following:

**Upload the signed 7015.15** (link to: https://www.hudexchange.info/resource/2338/hud-form-701515-request-release-funds-certification/) **here:**

**Enter date the uploaded 7015.15 was signed by the Certifying Officer:**

(Calendar selection) (mandatory if user selected first option)

**If Part 3 was signed by the Authorizing Officer of the recipient, enter the date Part 3 was signed:**

(Calendar selection) (Optional in all cases)

If the User selected the second option above, display the following:

This screen is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number ~~CFDA/Assistance Listing number~~.

**Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)**

**[**Part 1 may be edited by RE users with 7015.15 prepare privilege]

1. Program Title(s): [import Program Name(s) from 1105 funding chart, separated by commas]

[Import grant number(s) from 1105 funding chart,

Separated by commas]

1. HUD/State Identification Number:

1. Recipient Identification Number (optional): [import State/Local Identifier from 1105]
2. OMB Catalog Number(s)~~CFDA/Assistance Listing Numbers(s)[[113]](#footnote-115)~~:

[Blank textbox]

[Import from 1105]

1. Name and address of Responsible Entity:

[Import name of RE from 1105]

[Import RE address from 1105]

1. For information about this request, contact:

[Import RE preparer name from 1105]

Name:

[Import RE preparer phone number from 1105]

Phone number:

1. Name and address of recipient (if different than responsible entity):

[Import name of organization, if any, from 1105]

[Import address of organization, if any, from 1105]

1105]

1. HUD and/or State Agency and office unit to receive request:

[Blank textbox, allowing multiple lines of text]

**The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following**

[Import project name]

1. Program Activity(ies)/Project Name(s):
2. Location (street address, city, county, State):

[Import street address from 1125 or 1220]

[Import location information from 1125 or 1220]

1. Program Activity/Project Description

[Import project description from 1125 or 1220]

**Part 2. Environmental Certification (to be completed by Responsible Entity)**[Part 2 may be edited only by RE users with 7015.15 sign as RE privileges]

☐ **With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:**

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal ☐did ☐did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

**☐ As the duly designated certifying official of the responsible entity, I also certify that**

1. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
2. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity Name of Certifying Officer of the Responsible Entity.

Name of Certifying Officer: [blank textbox]

Title of Certifying Officer: [blank textbox]

Date: [blank textbox]

Address of Certifying Officer: [import RE address from 1105]

**Part 3. To be completed when the Recipient is not the Responsible Entity**

[Part 3 may be edited only by Partner users with 7015.15 Sign as Non-RE Recipient privileges.]

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Name of Authorized Officer: [blank textbox]

Title of Authorized Officer: [blank textbox]

Date: [blank textbox]

Display the following to all Users:

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**Submitting the 7015.15 to HUD**

HUD’s objection period begins after HUD receives the RROF.

Note: HUD will assume the validity of the RROF and Certification and approve these documents after the expiration of the 15-day period unless it has knowledge that these documents are insufficient or inaccurate or it receives valid objections. (See 24 CFR § 58.72) If after approving a certification and RROF, HUD learns of a violation of 24 CFR § 58.22 or another applicable environmental authority, HUD shall impose appropriate remedies and sanctions at that time. HUD’s ability to review documents through HEROS creates no new obligations on HUD to verify the accuracy of the documents created using this system prior to approving the certification and RROF.

The following text should be as prominent as possible (e.g. larger font, red text… anything to make sure that people notice it):

**To submit form 7015.15 to HUD, select Assign Review in the side menu. Assign the review to the HUD contact as directed by your local HUD office. Be sure to check the box indicating that you are submitting form 7015.15. This checkbox is the official indicator that the 7015.15 was submitted to HUD.**

**You are strongly encouraged to follow up with your HUD contact by phone or email to confirm that your submission was received.**

**Save and Continue**

**Go Back**

Business Rules:

[Go Back] leads to screen **6230 – Notice of Intent to Request Release of Funds (NOI-RROF (58))** if the review type is CEST, to screen **6330 – Notice of Intent to Request Release of Funds NOI-RROF and Notice of Finding of No Significant Impact** if the review type is EA, or to screen **1370 – Environmental Impact Statement (50/58)** if the review is an EIS.

[Save and Continue] leads to screen **6500 – 7015.16 - Authority to User Grant Funds 7015.16**.

## 6500 - Authority to Use Grant Funds (58)

Business Rules:

This screen is editable by HUD Program Staff Person, State Agency User with AUGF Privileges and viewable by all RE users and Partner users with 7015.15 view, upload, or edit privileges.

All text and checkboxes on screen are optional (user should be able to save and continue or exit without completing any boxes) regardless of privileges.

Part 1 may be edited by HUD users with 7015.16 prepare privileges

Part 2 may be edited only by HUD users with 7015.16 sign privileges

All of the imported text should be in editable textboxes.

The questions on the entire screen should appear all at once.

HUD staff may edit this screen only by selecting a review and pressing the “Edit 7015.16” Button. When HUD users are editing this screen in “Edit 7015.16 mode”, the side menu will show only:

* RROF (7015.15) (6400/7015.15) (This shows at the same time as Signature & Posting)
* AUGF (7015.16) (6500/7015.16) (This shows at the same time as Signature & Posting)
* Complete and Archive (6600) (This shows at the same time as Signature & Posting)
* Display the following text:

The side menu for this review shows only the screens that you need access to in order to complete form 7015.16. To review the full environmental review record for monitoring or technical assistance purposes, return to the My Environmental Reviews Dashboard and open the review in View mode.

* Assign Review [link to Assign Review screen; link appears in separate box from rest of side menu]

HUD users with 7015.16 prepare only privileges should be able to click [Save and Continue] and will be routed to screen 1020 - My Environmental Reviews.

HUD users with 7015.16 sign privileges that filled in all fields in Part 2 and selected the [Save and Continue] button, will be directed to screen **6600 – Complete Review** in “Edit mode.” At that time, the HUD user may press both buttons on that screen.

HUD users with 7015.16 sign privileges that did not fill in all fields in Part 2 should be able to click [Save and Continue] and will be routed to screen **1020 - My Environmental Reviews**.

### 7015.16 – Authority to Use Grant Funds

Part 1:

**Do not complete this screen until all appropriate waiting periods have elapsed.**

Were any objections received to releasing the funds?

* No
* Yes

If yes, upload objections received and the response:

**Upload any additional materials that should be attached to this form, such as a letter authorizing the release of funds, here:**

**To:** (Name & address of Grant Recipient & name & title of Chief Executive Officer)

[Textbox allowing several lines of text]

[Import Name of Certifying Officer from 7015.15]

[Import Title of Certifying Officer from 7015.15]

[Import name of RE from 7015.15]

[Import RE address from 7015.15]

**Copy To:** (Name & address of SubRecipient)

[Import name of organization, if any, from 7015.15]

[Import address of organization, if any, from 7015.15]

**We received your Request for Release of Funds and Certification, form HUD-7015.15 on: [date RROF** notification email was sent]

**Your Request was for HUD/State Identification Number:** [import number from 7015.15]

[Import Program Activity/Project Description from 7015.15 in Textbox allowing several paragraphs of text]

Part 2:

* **All objections, if received, have been considered. And the minimum waiting period has transpired.**

**You are hereby authorized to use funds provided to you under the above HUD/State Identification Number.**

**File this form for proper record keeping, audit, and inspection purposes.**

[Blank textbox]

**Name of Authorizing Official**:

[Blank textbox]

**Title of Authorizing Official:**

[Blank textbox]

**Date:**

The following text should be as prominent as possible (e.g. larger font, red text… anything to make sure that people notice it):

**To return form 7015.16 to the Responsible Entity, select Assign Review in the side menu. Assign the review to the RE contact as directed by your local HUD office.**

**You are strongly encouraged to follow up with your Responsible Entity contact by phone or email to confirm that this form was received.**

**Save and Continue**

**Go Back**

Business Rules:

If HUD Program Staff Person or State CDBG Staff is completing the screen, [Save and Continue] routes them to screen **6600 – Complete and Archive Review** for all levels of reviews except EIS type reviews.

EIS-level reviews are routed to **6605 – Complete Reviews.**

If RE Users views the screen, [Save and Continue] routes them to screen **6600 – Complete and Archive Review** for all levels of reviews except EIS type reviews. EIS-level reviews are routed to **6605 – Complete Reviews.**

For Partner Users, [Save and Continue] routes them back to screen **1020 – My Environmental Reviews.**

In all cases clicking [Save and Continue] moves the data from the temp to the final tables.

## 6600 – Complete and Archive Review (50/58)

Business Rules:

This screen should be made available on the side menu at the same time as the Final Screens.

HUD Users get directed to this screen in edit mode from screen **6500 – 7015.16 – Authority to User Grant Funds** if all fields in Part 2 are complete by selecting [Save and Continue]. Both buttons [Archive] and [Finish *or* Exit] will be available to the user.

When user clicks the [Archive] button:

* HEROS needs to create a document that is the full ERR. HEROS should automatically post the full file to the ~~OneCPD~~ Public Site website **in the Archives section**
* If the review was previously archived to the ~~OneCPD~~ Public Site site, the new version should replace the old version.
* Reviews that have converted to Exempt use the CEST Output, with the Determination displaying the fact that the review has been converted to Exempt (first option in the output).

The second button ([Finish] or [Exit]) will depend on whether the review has already been finished.

If the review has not previously been archived and finished, the [Finish] button should be made available only after the *first* time a review is archived. When the user clicks the [Finish] button the following actions occur:

* The user should get the following pop-up:

**Congratulations!**

**You have indicated that your environmental review is now complete.**

Note: it is your responsibility to ensure that the review was completed properly. You can still make changes to update your review at any time.

**OK**

* The user is routed to screen **1020 – My Environmental Reviews** if the review is not tiered after he clicks [OK]. If the review is a tiered review, the user is routed to screen **1030 – My Tiered Reviews**,
* The review is marked either “Complete” (if NO mitigation measures or conditions are listed on screen **5000 – Mitigation Measures and Conditions**), “Completed, Conditioned on Mitigation” (if mitigation measures or conditions ARE listed on screen **5000 – Mitigation Measures and Conditions**), or FOSI (if the review was an EA that made a FOSI determination), AND
* The date that is selected for the AUGF being signed by HUD on screen **6500 – Authority to use Grant Funds (7015.16)**, will be the date the environmental review is considered to be “complete” or “complete, conditioned on mitigation”.
* Lastly the data will be moved from the temp to the final tables when the user clicks [OK].

If the review has previously been archived and finished, the user will see the [Exit] button instead of the [Finish] button. Pressing the [Exit] button routes the user to either **1020 – My Environmental Reviews** (if the review is not tiered) or **1030 – My Tiered Reviews** (if the review is tiered).

Environmental review record files posted from this screen will be marked as per File Naming Convention in Appendix A either “AT” or “AN.”

A = Archived

T = Tiered

N = Non-tiered

Tiered reviews will be marked “AT.”

Non-tiered reviews will be marked “AN.”

Reviews coming from screen **6224 – Conversion to Exempt Signature Screen** will have their ERR marked “AN.”

Reviews will be posted to the Archive section of the ~~OneCPD~~ Public Site website. Non-tiered reviews will remain posted for 1 year following the *last* time the review is archived. Tiered reviews will remain posted for 5 years following the *last* time the review is archived.

If the review is called up in “View” mode the [Archive] and [Finish] buttons should be grayed out.

Screen:

**Archive the Environmental Review Record.** Pressing the Archive button will update and archive the complete Environmental Review Record on the HUD website at [~~https://www.onecpd.info/environmental-review/environmental-review-records~~](https://www.onecpd.info/environmental-review/environmental-review-records) <https://cpd.hud.gov/cpd-public/environmental-reviews> within 24 hours.

**Archive**

You may continue to update the Environmental Review Record after it has been archived. If this review is conditioned on completing mitigation, you are required to continue updating the review to document mitigation as it is completed. If this is a tiered review, site-specific reviews must be uploaded as they are completed. After each update, please return to this screen and press the Archive button to update the archived version of the environmental review record.

**Finish *or* Exit**

## 6605 – Complete Reviews (50/58) 🗹

Business Rules:

Because EIS reviews and Part 50 CENST reviews are not archived, they do not get routed to screen **6600 – Complete and Archive Review**. Instead, they will be routed to this screen.

When the user clicks the [Finish] button the following actions do occur:

* The data will be moved from the temp to the final tables when the user clicks [OK].
* The user should get the following pop-up:

**Congratulations!**

**You have indicated that your environmental review is now complete.**

Note: it is your responsibility to ensure that the review was completed properly. You can still make changes to update your review at any time.

**OK**

* The user is routed to screen **1020 – My Environmental Reviews** after he clicks [OK]. If the review is a tiered review, the user is routed to screen **1030 – My Tiered Reviews**,
* The review is marked Complete, AND
* The date that is selected for the AUGF being signed by HUD will be the date the environmental review is considered to be “complete”.
* Lastly the data will be moved from the temp to the final tables when the user clicks [OK].

Screen text:

To complete your review, press the “Finish” button below.

**Finish**

# 7000 - Mitigation Follow-Up (50/58) 🗹

No change from part 58 version

Note that Housing Requirements will have to be included in the chart.

Business Rules:

This screen should be created/used only for “Complete, Conditioned on Mitigation” projects for both, Part 50 and Part 58 reviews. The user gets here from **1020 – My Environmental Reviews** by selecting the desired ER ID with status of either completed or completed, conditioned on mitigation. At this point the menu option on the left would also have the link to **7000 - Mitigation Follow-up**.

The screen should display the same two charts as in screen **5000 – Mitigation Measures and Conditions** (i.e., the Laws and Authorities rows should be sorted in the same order as on screen **5000 – Mitigation Measures and Conditions**, which is structured as screens **2005 – Related Federal Laws and Authorities** and screen **1251 - Tiered Reviews: Related Federal Laws and Authorities**.

The 2 parts of the chart (pre-populated and user-entered) should be displayed as one chart with no visible space in between the two sections.

Review the mitigation measures required of this project below. Follow up on any measures by uploading documentation showing that the measures were carried out. When each measure is completed, check the box in the “Complete” column.

When you have finished updating this screen, update the archived version of the Environmental Review Record on the Complete and Archive Review screen.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Law, Authority, or Factor | Mitigation Measure | Upload Documentation | Comments | Cost Incurred | Complete |
| Airport Hazards | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| Airport Runway Clear Zones | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| Flood Insurance | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| Air Quality | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| [etc… (include all EA factors from screen 4010)] | [Import text from 5000 for each listed factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| “User entered Factor 1” | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| “User entered Factor 2” | [Import text from 5000 for this factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |
| [etc… (include all EA factors from screen 4010)] | [Import text from 5000 for each listed factor] |  | [Optional textbox] | [Optional textbox for dollar amount] |  |

**☐**This certifies that all open mitigation measures have been resolved and documented.

**Save and Continue**

**Save and Exit**

The first two columns should appear exactly as they do in Screen **5000 – Mitigation Measures and Conditions**. (Again, show only those factors that require mitigation.)

The second table should be a continuation of the first table with no space in between and show in the first two columns exactly what the user entered as well.

In the third and fourth columns, users should be able to attach documents and text (respectively) information on completed mitigation measures. The user may check “complete” in the fifth column when a factor/row is complete. When all measures are marked “complete” in the fifth column, the review’s status should remain “complete, conditioned on mitigation.”

The "Certify" checkbox on this screen shall only be editable by the user to which the ER is currently assigned to. It cannot be checked if any of the checkboxes in the "Complete" column are unchecked. Unchecking any checkbox in the "Complete" column shall result in the automatic unchecking of the "Certify" checkbox. The "Certify" checkbox will be included in the output.

[Save and Exit] routes user to **1020 – My Environmental Reviews**.

[Save and Continue] has two navigation options:

* Exempt and CENST reviews should be routed back to screen **1020 – My Environmental Reviews**
* All other review types should be routed to screen **6600 – Complete and Archive Review**

1. ER Posting (e.g. HUD Exchange, or Public Portal)

OEE needs a public-facing web page to differentiate Environmental Review Records (ERRs)[[114]](#footnote-116) documents between those for Public Comment and those archived. ERRs are displayed on the website and available 24/7, and are of the Microsoft Word .docx format. The end goal is a fully automated end-to-end process with no manual intervention necessary. The old “HUD Exchange” implemented solution is for a SFTP (Secure File Transfer Protocol) process by which the HEROS system pushes requested reviews from HEROS (at the request of the users) and delivers them to an SFTP folder at a predetermined time (from 7AM-10PM Mon through Saturday). The HUD Exchange ingest process pulls those uploaded ERRs daily from its SFTP server and stores them on the HUD Exchange public-facing website server. The new “Local Copy” implemented solution generates the reviews in the same way, but copies the files for the requested reviews to a “public folder” whereby they are then processed by a local “ingest” process, and stores them on a public-facing website server hosted by HUD (a.k.a. Public Portal). The name of the public folder is read by HEROS from the PUBLIC\_FOLDER (added for 11.26.1) entry in the HEROS SYS\_CONFIG database table. The SFTP posting method can be turned off (and the “Local Copy” method turned on) via SPUFI by setting the value of the SFTP\_POSTING\_ENABLED (added for 11.26.1) entry in the HEROS SYS\_CONFIG database table.

Public Comment

A document is typically available for public comment for 15 days. Comments are sent by the public to grantees who enter updates to ERRs in HEROS. None of the public comments are auto-captured in HEROS. The grantee/user is the responsible entity to receive public comments.; upload the comments and the response to the comments manually in HEROS as supporting documents, update HEROS screens, and then generate a new copy of the ERR .docx, and post it for Public Comment again if needed. Once the public comment time frame is over the ERR .docx is taken down and certified. After that the user will be archiving them based on the information in the next paragraph.

Archived

A document is put in Archive when it is final. (However, even after review is done there can be rare situations where updates are made; OEE is considering a process for re-evaluation). Documents remain in Archive status and do not need to be removed from HEROS or have its link removed from the public-facing website until the removal date is reached. ERR .docx files need to be available online for 6 years. It is suggested to have the current reviews open for public comments and archived one year after. If customers want access to older reviews they will submit a request through the HUD Help Desk; HUD would then regenerate the document from HEROS for the customer. Further, the removal date for an archived report changes when edits are made to the archived ERR and/or its supporting documentation in HEROS, and the user requests a reposting of the review. Non-tiered reviews shall remain posted for one year following the last change to the review. Tiered reviews will stay up for five years following the last change to the review. A user can at any time change the removal date for a report in public comment from public comment to archived and re-publish a review. In that case the newly generated review should overwrite the old one and use the new date. **Note that while there are 5 levels of review in HEROS - Exempt, CENST, CEST, EA, and EIS – typically only those in the CEST family, and EA will be posted on the public-facing website.** Some CEST reviews “convert to exempt” and do not require a public comment period. These reviews will still be archived, as well as an occasional Exempt review.

Supporting Documents

There are supporting documents referenced in the ERR .docx files. These “attachment” (a.k.a. “supporting”) documents are of varying types (e.g. .jpg, .pdf, .docx, .png, .xlsx, etc.), and are stored separately in HEROS, and a copy of them will be sent to the public-facing website along with the ERR .docx. The attachments can be accessed by links embedded within the ERR .docx. The requirement has always been that the supporting documentation be viewable in an ERR .docx posted on the public-facing website. Accordingly, supporting documentation links are active in those ERRs posted for public comments (see below for more information). A grantee can replace, delete, or add supporting documents whenever updating an ERR in HEROS. HEROS packages the ERR and supporting documents together with every transmission when sent to the public-facing website.

Version Control

With respect to version control, the latest version of an ERR will be considered the most current and will overwrite the archived version on the public-facing website.

File Naming Convention

The file naming convention for ERR .docx files is as follows with the total file length not exceeding 255 characters

*ERR\_{ER\_ID}\_{ProjectName}\_{City}\_{StateAbbr}\_{levelofreview}\_{Posting type}\_{mmddyyyy}\_{timestamp}.docx*

* The filename will be no longer than 150 characters.
* The *Project Name* (non-unique) will be no longer than 60 characters. Project Names that contain dashes will be converted to spaces on the on the public-facing website.
* State Abbreviation (*StateAbbr*) will be 2 characters.
* Level of Review (*levelofreview*) will be no more than 6 characters (e.g. “EA”, “CEST”, “EXEMPT”).
* Posting type refers to “P” for public comment, “A” for archive, “N” for non-tiered and “T” for tiered”. This means that the Environmental Review Record files posted to the public-facing website will be marked either “PT” or “PN” for ERs posted for public comment or “AT” or “AN” for ERs posted to the archive on the on the public-facing website.
* Removal Date (*mmddyyyy*) will be when the public commenting period ends and the ERR comes down from Archive section of the public-facing website. This can be one year or up to five years from when posted to Archive, depending on the type of review. OEE stated Tiered reviews would stay posted on the public-facing website for 5 years. After the initial public commenting period, the ERR file on the public-facing website is removed. When the “final” or archive file is sent, it can have a date indicating when the ERR file comes down from the archive.
* timestamp represents the time the ER was sent to be ingested. It can be treated as a “set id” of sorts since the attachments will get the same timestamp in their filename as well.

The public will see the same file name when downloading an ERR file from the public-facing website (although the link displayed will be the Project Name, City, and State of the review).

Example:

ERR\_900000010022055\_Conneaut-Manor-Apartments\_Conneaut\_OH\_EA\_AN\_10042020\_1570191621316.docx

The file naming convention for attachments is as follows with the total file length not exceeding 255 characters

*ESD\_{ER\_ID}\_{mmddyyyy}\_{ER\_UPLOAD\_ID}\_{timestamp}.{ext]*

* The filename will be no longer than 150 characters.
* The ER\_ID will exactly match the ER\_ID of the associated ERR .docx file.
* The Removal date (*mmddyyyy)* will exactly match the Removal Date of the associated ERR .docx file.
* ER\_UPLOAD\_ID is the unique file ID from the HEROS.ER\_UPLOAD database table.
* The timestamp will exactly match the timestamp of the associated ERR .docx file.

Examples:

ESD\_900000010022055\_10042020\_900000010061251\_1570191621316.pdf

ESD\_900000010022055\_10042020\_900000010061252\_1570191621316.pdf

ESD\_900000010022055\_10042020\_900000010061253\_1570191621316.jpg

Hours of Operation

HEROS hours of operation are Monday through Saturday 7:00AM – 10PM EST with maintenance done on Sundays. The public-facing website cannot get a list of ERR documents and supporting documents when HEROS server is down or during maintenance periods.

Posting Queue

The steps below describe the process once the user selects one of the posting-related buttons on the 6000 series screens, the date/time of which is captured in the insert\_timestamp field of the resulting record in the HEROS ER\_FTP database table.

Every 10 minutes the posting process is initiated within HEROS with the following events:

1. If SFTP\_POSTING\_ENABLED is true, test the connection to the SFTP Server (using the SFTP-related entries in the HEROS SYSTEM\_CONFIG database table), and post a msg to the server log with the test results, and notify the sys admin via email if something is wrong. If SFTP\_POSTING\_ENABLED is false, test the PUBLIC\_FOLDER for existence, write permissions, etc., post a msg to the server log with the test results, and notify the sys admin via email if something is wrong. If the associated validation passed, then continue to the next step for this round.
2. Get the oldest ERR that was initiated for posting (as ranked by number of tries)
3. For that ERR the system does the following:
   1. Gather the set of supporting files for the ERR.
   2. For each supporting file the following steps are being taken:
      1. Update the ER Status field to show which supporting file is about to be pushed.
      2. If SFTP\_POSTING\_ENABLED is true and SFTP validation passed in step 1, push the supporting file via SFTP to the HUD Exchange server.
      3. If SFTP\_POSTING\_ENABLED is false and Public folder validation passed in step 1, copy the supporting file to the PUBLIC\_FOLDER on the local server.
   3. Next a .docx file is generated for the ER being published with the above stated naming convention:

ERR\_[erId][erProjectName][city][state][reviewLevelTypeCode][status][removalDate]\_[UID].docx(if generation is successful, the user can download this file via the link on the progress screen).

Note that the links within the .docx file will be built using the ATTACHMENT\_URL entry in the SYS\_CONFIG database table if SFTP\_POSTING\_ENABLED is false and the "ICF URL to download files" entry in the SYS\_CONFIG database table if SFTP\_POSTING\_ENABLED is true.

* 1. If SFTP\_POSTING\_ENABLED is true and SFTP validation passed in step 1, push the .docx file via SFTP to the HUD Exchange server. If SFTP\_POSTING\_ENABLED is false and Public folder validation passed in step 1, copy the .docx file to the PUBLIC\_FOLDER on the local server.
  2. If all supporting files for the review being processed have transferred successfully followed by the successful transfer of the .docx for the ER, it is ready for pickup for posting by HUD Exchange server (if applicable), or by the Local Copy solution ingest process on the local server (if applicable). If SFTP\_POSTING\_ENABLED is false, and an older version of the ER is already in the PUBLIC\_FOLDER, remove it. A final step happens which changes the ER\_FTP record for the review being processed thusly:
     1. Set the success flag to true (1).
     2. Prepend "Success." to the status field.
     3. Set the Ftp Timestamp field (a.k.a. Processed Timestamp) to the current time of successful transfer.
  3. If there was an exception while processing the ER (or any portion of it) the following occurs:

i) Prepend "Exception." to the status field along with the exception msg.

ii) Set the success flag to false (0).

In the event of an issue while processing the ER, HEROS will abandon any files that DID succeed, and it will be up to the various ingest processes to decide how to deal with them.

* 1. Finally, the number of attempts for the ER in question is updated in the ER\_FTP database table entry.

1. When the posting/ingest process runs on either the HUD Exchange or the Local Copy solution, it should now pick up any ERs that have just had their FTP Timestamp set.

HUD Exchange Posting Ingest Process (handled by ICF on their server)

The posting ingest process for HUD Exchange has a timer that checks the folder every minute for files.

Each time the process runs the file to be posted is validated to assure that it is not still loading into the folder. The best-case scenario is that it will take about two minutes before a file gets processed, one look to see that it is there and a second to validate it is still not loading. If it takes more than two minutes to load then it could be longer. Due to the tremendous amount of files that are being sent from HEROS to HUD Exchange the ERs to be posted get queued to some extent which means there is some time between the file being fully copying to the inbound folder and the file actually getting processed. Each incoming file is validated and when it is not correct the file will be moved to an exception folder and marked as such in the database. Currently there is no feedback process to HEROS stating that a file ended up in the exception folder.

Local Copy Expired Review Removal Process (handled internally on the HEROS server)

Every night at 12am EST the HEROS application will remove any exipired reviews in the PUBLIC\_FOLDER which have passed their removal date. Note that this means that a review will still appear on the Public Site the day of the removal date, but not the day after the removal date. For example, if the removal date is 5/4/2022 for a review, that review will still be available on the Public Site on 5/4/2022, but will not be available on 5/5/2022.

Local Copy Posting Indexing Process (handled internally on the HEROS server)

Every night at 2am EST the Local Indexing Process is initiated by the Public Site. This process will remove all links, then create a link on the Public Portal web page for any ERR\_ .docx files it finds in the PUBLIC\_FOLDER. Note that this is done AFTER the Expired Review Removal Process to minimize dead links. Also note that dead links CAN be encountered on the Public Site when a review is posted more than one time, and the new version has not been indexed yet. In cases like that, the Public Site will show a message to the user telling them to check back again later since the newer posting has not been indexed yet, so the existing link is to the older version which has already been removed.

Due to the tremendous amount of files that are being sent from HEROS to the Public folder, the ERRs to be posted on the Public Portal get queued to some extent - which means there may be some time between the .docx file being fully copied to the PUBLIC\_FOLDER, and the .docx file actually getting indexed.

1. List of Outputs created by HEROS

The following is a listing of all the Output Word Documents created by HEROS and posted to HUD Exchange together with the Template being used.

Not all types of reviews require posting to HUD Exchange as defined within the Business Rules for each type of ER.

Only CEST, EA and CEST converted to Exempt (using the CEST format) are posted from HEROS on HUD Exchange.

EIS Reviews are posted to HUD Exchange through other means and not through HEROS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output ID** | **Output Name** | **Template Name** | **Posted on HUD Exchange** |
| 8010 | Part 58 Exempt/CENST non-tiered | 1\_HEROS\_CENST\_EXEMPT\_Review.docx | N |
| 8012 | Part 58 Exempt/CENST Signature Page | 0\_HEROS\_Signature\_Part58.docx | N |
| 8020 | Part 58 CEST Non-Tiered | 1\_HEROS\_CEST\_Review.docx | Y |
| 8022 | Part 58 CEST Signature Page | 0\_HEROS\_Signature\_Part58.docx | N |
| 8024 | Part 58 CEST Tiered | 1\_HEROS\_CEST\_EA\_Tiered\_Review.docx | Y |
| 8026 | Part 58 CEST Tiered Signature Page | 0\_HEROS\_Signature\_Tiered\_Part58.docx | N |
| 8030 | Part 58 EA Non-Tiered | 1\_HEROS\_EA\_Review.docx | Y |
| 8032 | Part 58 EA Signature Page | 0\_HEROS\_Signature\_Part58.docx | N |
| 8034 | Part 58 EA Tiered | 1\_HEROS\_CEST\_EA\_Tiered\_Review.docx | Y |
| 8035 | Part 58 EA Tiered Signature Page | 0\_HEROS\_Signature\_Tiered\_Part58.docx | N |
| 8036 | Part 58 EA - Cooperating Agency | 1\_HEROS\_EA\_COOP\_Review.docx | N |
| 8038 | Part 58 EA - Cooperating Agency Signature Page | 0\_HEROS\_Signature\_COOP.docx | N |
| 8050 | Part 50 CENST | 1\_HEROS\_CENST\_EXEMPT\_Review.docx | N |
| 8060 | Part 50 CEST Non-Tiered | 1\_HEROS\_CEST\_Review.docx | Y |
| 8062 | Part 50 CEST Tiered | 1\_HEROS\_CEST\_EA\_Tiered\_Review.docx | Y |
| 8070 | Part 50 EA Non-Tiered | 1\_HEROS\_EA\_Review.docx | Y |
| 8072 | Part 50 EA Tiered | 1\_HEROS\_CEST\_EA\_Tiered\_Review.docx | Y |
| 8074 | Part 50 EA - Cooperating Agency | 1\_HEROS\_EA\_COOP\_Review.docx | N |

1. HEROS/IDIS Link

As a HEROS-related enhancement, IDIS allows a user to enter HEROS Environmental Review information (Environment Review ID and Comments) when setting up an activity. On the IDIS activity set up screens for all programs, textboxes and instructions are provided in order to store information related to environmental reviews in HEROS. Population of the text boxes is not mandatory (rules for entry could change however per decision by Program Offices).

1. Textbox to allow entry of HEROS environmental review ID number.

The system should validate entry of number to the valid environmental review ID numbers in HEROS. Provide message to user if number does not exist in HEROS.

2. Textbox to allow entry of website link to the actual environmental review stored on HUD ~~OneCPD~~ Public Site website.

(Note that IDIS has no means to automatically check the validity of the website link entered.)

3. Textbox to allow entry of comments on the environmental review.

A tool tip for the comments field should read as follows:

“Provide any notes on the environmental review here. If more than one environmental review was required for this activity, use this space to enter additional HEROS IDs.”

In addition, the system should provide the ability for the user to search for an Environmental Review ID number on the IDIS Activity Setup Detail page (Figure C‑1 ) by selecting a ‘Search for Review ID’ action.

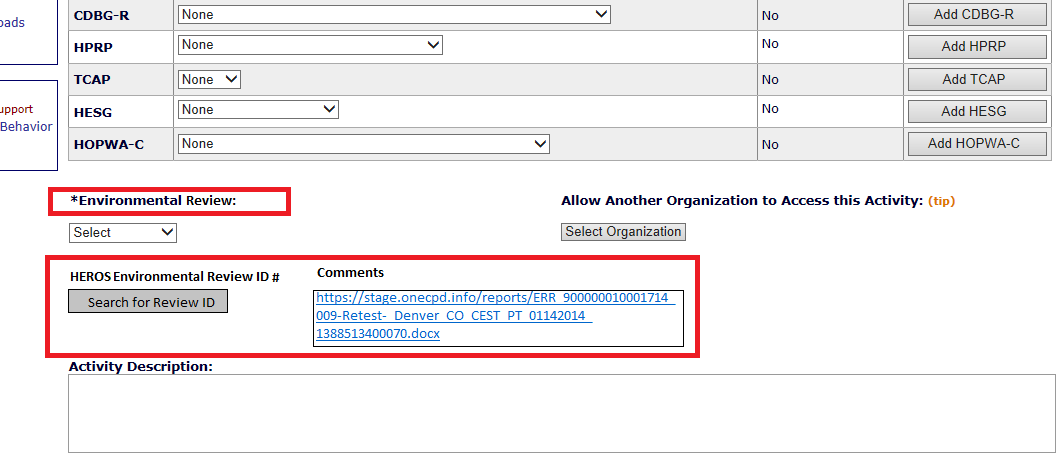


Figure C‑1: IDIS Activity Setup Detail screen

The system will display a Search Environmental Review IDs screen (Figure C‑2) where the user can search on the following fields:

1. Keyword (Project ER ID, ER name, city, or grant number
2. State
3. (Review) Year
4. Program
5. Level of Review

On clicking the [Search] button the system will display the search results based on the criteria with the following data:

1. ER ID
2. Name of Environmental Review
3. Location
4. Status

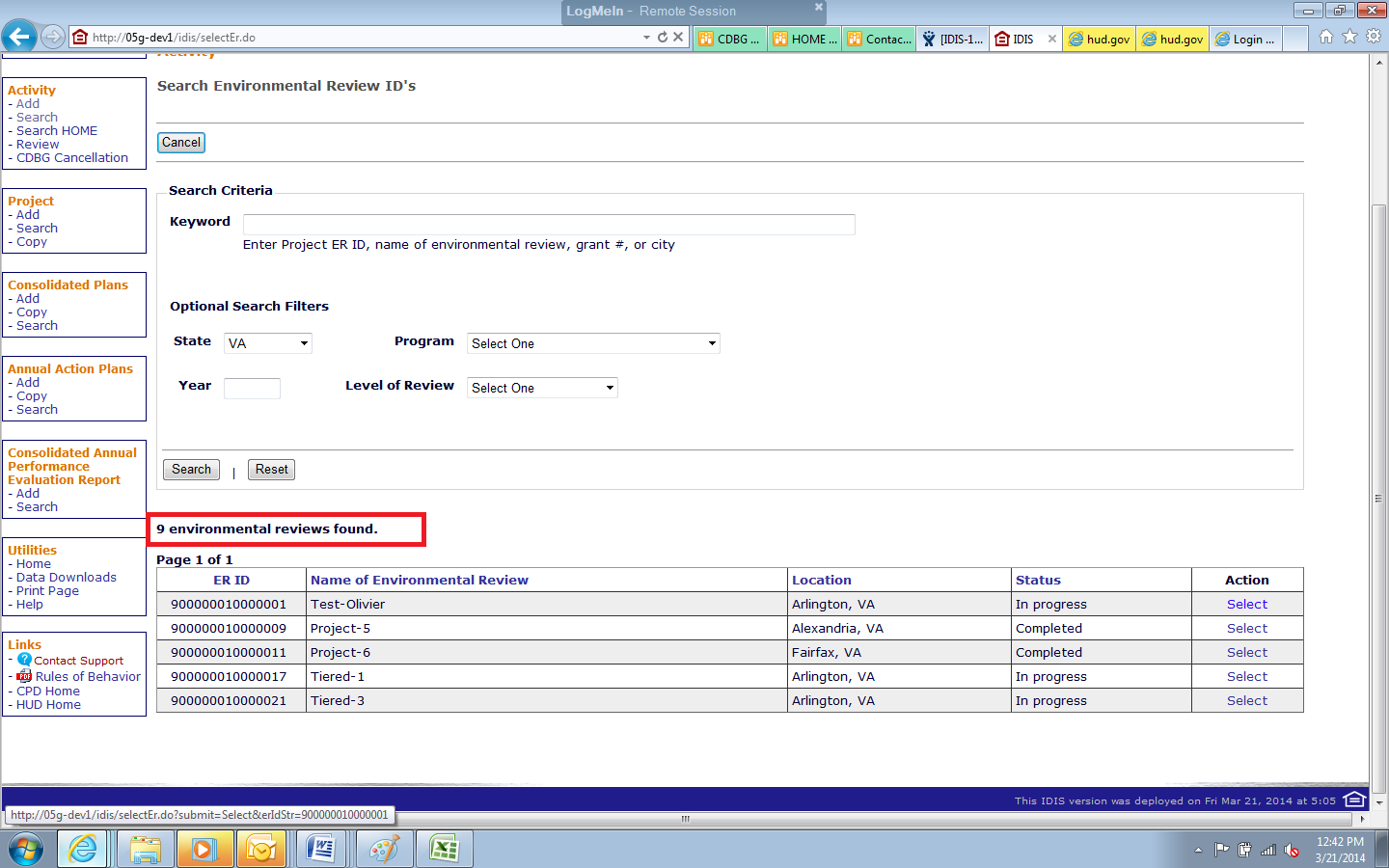


Figure C‑2: Screen TBD – Search Environmental Review ID screen

Note that search results are restricted to an activity of the Grantee the user is logged in under. For example, New York City Grantees should not see environmental reviews of Philadelphia Grantees.

When the user selects a search result to associate to the activity the system displays the ID of the selected Search result in the Environmental Review ID field as read-only. The system validates the value in the HEROS Environmental ID Number field to ensure it exists in HEROS. The system successfully saves the entered data and displays the following confirmation: “The changes to the activity have been saved.”

1. HEROS/DRGR Link

Building on the HEROS interface with IDIS – where an IDIS activity is cross referenced to an environmental review in HEROS - DRGR will leverage the same mechanism to allow cross referencing multiple environmental reviews to a DRGR activity. IDIS currently only allows for one review per activity, DRGR requires cross referencing multiple environmental reviews to a single DRGR activity.

The cross-referencing will be available on the [Add/Edit Activity] pages in DRGR. Thus Grantee View users will not be able to access environmental reviews from DRGR (same is true for HUD users) – if they want to access the environmental reviews then they should either be in HEROS systems or go to HUD Exchange.

The search screens within DRGR utilized for cross referencing should be location based. The search in IDIS/HEROS interface currently supports region and state.

Once an environmental review is associated with a DRGR activity the DRGR system will display the most recent environmental review status for the most recent action plan/performance reports based on the data available in the view created for this link. Note that the currently IDIS status is not the same as the HEROS ER status. Focus is that the HEROS ER status is available. The DRGR system will also notify appropriate DRGR users (via e-mail) if the environmental review status has been updated. During the first phase the system will not apply any business rules based on environmental review status (e.g., blocking drawdown) on the activities if the environmental review is not completed.

A possible future implementation would allow the system to invoke cross referenced environmental review as read-only from DRGR. This is currently also not implemented in IDIS. Completed reviews or in-public reviews can be reviewed on HUD Exchange. In-progress reviews are only available to be accessed within HEROS and not posted yet. In order for the user to review these he will have to log into HEROS with proper access credentials.

Therefore the system will not allow authorized DRGR user in HEROS to edit the environmental review “directly” from DRGR. Instead the user will have to login to HEROS and traverse the HEROS screens to edit the environmental review.

DRGR will also maintain history of activity cross reference to environmental review and status. The system will however only display the most recent environmental review. No history will be maintained for the environmental reviews. Once the ER is associated within DRGR the link will remain, but the status will be updated to the most recent status.

The addition of the Completion Date will allow DRGR to compare the date of first draw within the system to the date the review was completed

Data made available to DRGR in a view will contain the following information:

1. ER ID
2. Name of Environmental Review
3. Location information (City and State)
4. Year of Review
5. Program
6. Level of Review
7. Status
8. RE Organization Name
9. Partner Organization Name
10. Completion Date of Review
11. OPIIS Interface

The FHA Office of Risk Management and Regulatory Affairs (ORMRA) would like to include relevant tables and data elements from the HEROS database into their Online Property Integrated Information Suite (OPIIS) Data Mart for analysis and reporting.

The frequency of HEROS data update in OPIIS shall be monthly.

ORMRA’s business needs are to obtain from HEROS all environmental findings on file for an FHA Loan for placement in its data repository, the OPIIS data mart. The FHA Loan number as captured in HEROS is the identifier for interest for ORMRA. (There is no unique identifier for property). While environment findings are recorded as binary Y/N indicators and descriptive text under a unique Review ID, an FHA Loan may be associated with (multiple) Review IDs.

The most efficient way of providing environmental findings data from HEROS to OPIIS would be through a view contain the following data:

1. For each FHA Loan, all associated Environmental Reviews with a certification date and the Finalization/Certification date for each review.
2. All findings associated with the Review, where findings will be characterized as binary Y/N indicators and associated text/comments data.

The embedded Excel® spreadsheet below is a sample file of the data made available as a view to OPIIS from HEROS. The view is comprised of the columns/fields as defined in Table D-1.

| **Col** | **Field Name** | **Definition** |
| --- | --- | --- |
| A | ER ID | System assigned ID number |
| B | ER Status | Status of review (In Progress, Completed, Cancelled) |
| C | Level of Review | * **CENST** (Categorically Excluded Not Subject to 50.4): These are projects with few or no environmental impacts or risks. They require only a very limited environmental review – typically, they will just need to confirm that they have flood insurance, although some programs will require additional analysis like radon testing. Typical projects in this category are tenant-based rental assistance, refinances of existing HUD-insured mortgages without physical activities beyond routine maintenance, and services. * **CEST** (Categorically Excluded Subject to 50.4): These projects have minor environmental impacts and risks, so they are excluded from the National Environmental Policy Act (NEPA), but subject to a variety of related environmental laws and authorities (HUD’s regulations on floodplain management, noise, and contamination, the National Historic Preservation Act, the Endangered Species Act, etc.). These are generally minor rehab projects or single family new construction. * **EA** (Environmental Assessment): These are projects with larger environmental impacts. In addition to the related laws and authorities, they must comply with NEPA, conduct additional analysis, and demonstrate that the project will not have a significant impact on the human environment. Major rehab projects and new construction generally fall into this category. * **EIS** (Environmental Impact Statement): These are very large projects with a significant environmental impact and are relatively rare at HUD. |
| D | Project Name | User entered name of Review |
| E | HUD Program | User selected HUD Program information |
| F | Program Name | User selected Program Name |
| G | City | User entered City for the review |
| H | State | User entered City for the review |
| I | Review Type | Part 50 or Part 58 |
| J | Grant Number | OPIIS key field |
| K | Title | Name of Law and Regulation |
| L | Mitigation Required | Y/N |
| M | Compl\_Det\_Text | System determined compliance determination text |
| N | Dyn\_Text | Dynamically inserted additional text |
| O | Preparer\_Date | Date Prepare signed |
| P | Supervisor\_Date | Date Supervisor signed |
| Q | ECO\_Date | Date ECO signed |
| R | Appr\_Official\_Date | Date Approving Official signed |

Table E‑1: OPIIS View Column/Fields



1. System Notifications

The following table shows all system notifications that are been sent out by HEROS to the designated SysAdmin/Helpdesk staff.

At the same time the error messages are displayed on screen, if applicable, to the user to take action.

|  |  |
| --- | --- |
|  | General Changes |
|  | **In General:**   * No longer is an entry added to the DB record unless the upload to the server was good * The DB record is still being deleted even if there is an issue deleting the file off the server |
|  | **Part 1: Bad Filename** |
| 1-1 | **Bad filename**:  Upload one or more badly named files provides error message:  "Invalid file name: [filename here] contains more than one period and/or special characters (e.g. & , ‘ “ \\ / \* ^ % $ # @ !). Please rename the file, removing any special characters, and upload it again." |
|  | **Part 2: Missing File or no read privilege on file** |
| 2-1 | **File missing or has no read privileges when trying to download in EDIT mode**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500504) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top   "Sorry, there was an issue downloading the file [**Error Code 500504**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code. You may also try deleting it using the red X, and re-upload the file." |
| 2-2 | **File missing or has no read privileges when trying to download in VIEW mode**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500504) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top   "Sorry, there was an issue downloading the file [**Error Code 500504**]. Please try again. If the issue persists, please contact the owner of the document to re-upload the file." |
| 2-3 | **File missing or has no read privileges when trying to delete**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500604) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top * No message is being displayed to user since from their perspective the file has been removed. |
|  | **Part 3: Missing Folder** |
| 3-1 | * **Upload folder missing when uploading a file** * E-mail is being sent to admin * Inline error message is being displayed   "Sorry, there was an issue uploading the file [**Error Code 500402**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 3-2 | **Upload Folder missing when downloading a file:**   * E-mail is being sent to admin * Error message is being displayed at the top   "Sorry, there was an issue downloading the file [**Error Code 500502**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 3-3 | * **Upload Folder missing when deleting a file** * E-mail is being sent to admin * Error message is being displayed at the top   "Sorry, there was an issue deleting the file [**Error Code 500602**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
|  | **Part 4: Read-only Folder** |
| 4-1 | * **Read only folder when uploading a file** * E-mail is being sent to admin * Inline error message is being displayed   "Sorry, there was an issue uploading the file [**Error Code 500403**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 4-2 | **Read only folder when downloading a file**   * E-mail is being sent to admin * Inline error message is being displayed   "Sorry, there was an issue downloading the file [**Error Code 500504**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code. You may also try deleting it using the red X, and re-upload the file." |
| 4-3 | * **Read only folder when trying to delete a file** * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500603) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top   "Sorry, there was an issue deleting the file [**Error Code 500603**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
|  | **Part 5: Other errors** |
| 5-1 | **Other errors (e.g. network issues) when uploading a file**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500401) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Inline error message is being displayed   "Sorry, there was an issue uploading the file [**Error Code 500401**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 5-2 | * **Other issues (e.g. network issues) when downloading a file** * E-mail is being sent to admin * Error message is being displayed at the top   "Sorry, there was an issue downloading the file [**Error Code 500505**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 5-3 | **Actual download error (e.g. time-out due to large file) when trying to download**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500501) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top   "Sorry, there was an issue downloading the file [**Error Code 500501**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
| 5-4 | **Actual delete errors (e.g. network issues) when trying to delete**   * E-mail can be sent to admin if the logging is set to include non-critical errors. This (Error Code 500601) is a non-critical error. By default the system is not set to send e-mails for non-critical errors. * Error message is being displayed at the top   "Sorry, there was an issue deleting the file [**Error Code 500601**]. Please try again. If the issue persists, please [contact support](https://www.hudexchange.info/program-support/my-question/) and provide the Error Code." |
|  | **Part 6: Additional e-mails being sent to Admin Team (HUDExchange)** |
| 6-1 | SFTP Target Host unknown  Use bad server name |
| 6-2 | SFTP Target Host unreachable (e.g. network issue, wrong name, etc.). Might be temporary, might not. |
| 6-3 | SFTP Login denied (e.g. Username/Pwd incorrect, or privileges incorrect). Might be temporary, might not.  Change user name |
| 6-4 | SFTP upload folder does not exist  ***Note: this happens a lot and has been one of the main issues historically*** |
| 6-5 | SFTP upload folder does not have write privileges |
| 6-6 | Attached File for the ER to be transferred (or the Folder holding it) does not exist. Note that these files are renamed before sending to include a prefix of ESD\_ in their file name.  ***Note: this happens a lot and has been one of the main issues historically*** |
| 6-7 | Attached File for the ER to be transferred (or the Folder holding it) does not have read privileges for the weblogic user. |
| 6-8 | Network issue, timeout, etc. while transferring an ESD\_ file (can also happen for bad file name). Might be temporary, might not. |
| 6-9 | Network issue, timeout, etc. while transferring the ERR\_ file. Might be temporary, might not. |
| 6-10 | Issue while creating the ERR\_ file for the ER. Note one ERR\_ file is generated per ER, and is done after all the ESD\_ files have successfully been transferred.  Due to Hard disk error as example |

1. File Size Limit

As of October 4, 2019, a file upload size’s limit has been increased to 550 MB on the HEROS server. This is done in the weblogic.xml file via:

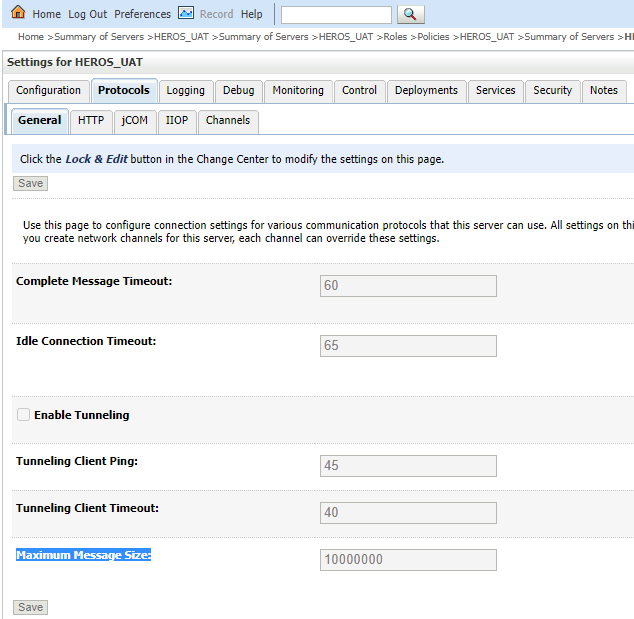
<session-descriptor>

<!-- bumped to 550MB -->

<max-save-post-size>5632000</max-save-post-size>

</session-descriptor>

Note: you may likely need to check/set the value of the “Maximum Message Size:” field to the same number in the WebLogic Console for the server on the Protocols | General tab for the server in question:



And there may be a Security Mod setting on the server which acts as an overall limit. A HITS ticket is required to alter that on the server.

1. Previous, Older, and Legacy Changes

See the table at the start of this document for the latest changes. This table contains the older changes to the software (with the most recent of those changes at the bottom).

|  |  |
| --- | --- |
| Affected Screen (s) | Modification |
| **Revision Date: 05/07/2012** | |
| Revisions | Added Revisions Page (this page) |
| General Rules | Added bullet 10 to clarify cancel language |
| Menu Structure | Added AUGF link to menu structure |
| 1000, 1020, 1070 | Updated dashboard and search to move search off dashboard into My environmental reviews |
| 1021 | Added clarifications to cancel review / project language and standardized cancel language |
| 1125 | Changed “Reviewer” to “Inspector” in Field Inspection Section |
| 1151 | Added navigation rule after clicking [Next] |
| 1161 | Added clarification for ER ID for re-evaluation and rules for re-evaluation |
| 1200 | Changed navigation rule for screen 1120 and 1122 in regards to tiering |
| 1210 | Updated navigation rules for 1120 and 1122 |
| 1230 | Added upload of document to HUD website |
| 1240 | Added navigation rule after clicking [OK], added link for HUD site |
| 1252 | Added Save and Continue / Back buttons for navigation |
| 1255 | Some wording changes on Output |
| 1320 | Citation updates in questions |
| 1340 / 1341 | Changed/ revised screen number |
| 2010 | Clean Air Act ; first question changed from OF to OR |
| 2015 | Inserted first condition for non–CBRA states |
| 2020 | Inserted first condition for non-CZMA state and one more condition |
| 2025 | Added sub-answer to compliance answer table for better mapping |
| 2030 | Changed wording “this section” to “Executive Order” |
| 2035 | Deleted one record in compliance determination table |
| 2040 | Changed text in first record in compliance determination table, deleted last record |
| 2050 | Changed name to “Historic Preservation” |
| 2045 | Changed text for 55.12(c)(8) citation CLOMA |
| 2055 | Deleted last table in compliance table, added “Sole Source Aquifer” to statements |
| 2060 | Updated compliance table wording for first 2 rows |
| 2070 | Updated compliance statements to include “Airport Hazards” in wording |
| 2072 | Updated compliance statements to include “Airport Runway Clear Zones” in wording |
| 2075 | Changed wording in compliance statement table |
| 2080 | Changed wording in compliance statement table |
| 2085 | Updated compliance statements |
| 5000 | Updated navigational points and table |
| 6700 | Added signature pages |
| 7000 | Updated navigational points |
| **Revision Date: 05/10/2012** | |
| Menu structure | Added picture of HEROS Home Page |
| 2000 series | Changed [Next] and [Summary] to [OK] in pop-up screens |
| 4000 series | Formatted the EA Summary table |
| 6000 series | Formatted the pages and navigation |
| **Revision Date: 05/14/2012** | |
| 6320 / 6330 | Updated navigation for converting to an EIS in screens 6320 and 6330 |
| 6400 | Formatted e-mail messages to be sent |
| **Revision Date: 05/21/2012** | |
| 11xx | Added navigation buttons to all screens |
| 12xx | Added navigation buttons to all screens |
| 13xx | Added navigation buttons to all screens |
| **Revision Date: 05/22/2012** | |
| 1331 | Revised navigation for last menu selection |
| **Revision Date: 05/23/2012** | |
| 2005 | Added navigation buttons for 2005 |
| **Revision Date: 07/11/2012** | |
| All | Base lined document for Phase II of HEROS |
| Menu Structure | Added Part 50 menu structure placeholder |
| **Revision Date: 07/13/2012** | |
| 6200 series | Updates from HUD for final screens |
| Menu Structure | Updated Home Page and links, included search |
| User Roles | Updated user roles for Part 58, split into two sections, still have to fill for Part 50 user roles |
| **Revision Date: 07/17/2012** | |
| 1050 | Updated Rules for Central Library |
| 1070 | Revised Search options, added business rules |
| Reports | Added Reports section – still needs to be formatted |
| **Revision Date: 07/19/2012** | |
| 1105 | Removed the Recipient Identification number at bottom of screen |
| 1252 | Added rule that consultants would be sent to screen 6205, all others to screen 6220. |
| 4400 | Removed site visit question, it is asked in the initial screens |
| **Revision Date: 07/27/2012** | |
| 1320 | Replaced [OK] with next on all 8 questions |
| **Revision Date: 08/01/2012** | |
| User Roles | Renamed “Consultant Role” to “Non-Responsible Entity (Consultant)” |
| User Privileges | Added a chart to cover what we have so far for privileges that admins can assign |
| 1100 | Updated ER ID rule to state last 4 digits of DUNS Number |
| 6400 and 6500 | Added rules for State CDBG RROF and AUGF. |
| User Roles | Renamed “Consultant Role” to “Non-Responsible Entity (Consultant)” |
| **Revision Date: 08/14/2012** | |
| 1370 | Revised screen 1370 to simplify process |
| **Revision Date: 08/21/2012** | |
| 1100 | Revised ER ID to new key |
| 1105 | Updated Project Name field to reflect character limit of 20 characters and special characters |
| 1105 | Updated Project Name field to reflect character limit of 20 characters and special characters |
| 1105 for General Tiering | Updated Project Name field to reflect character limit of 20 characters and special characters |
| 1320 | Updated rule for If user selects [Acquisition OR Leasing] |
| **Revision Date: 08/24/2012** | |
| 12xx | Accepted arrows and additional navigation statements for all tiering for release 2 |
| 1293 | Removed fax capability |
| 2005 | Corrected business rule to reflect 50/58 CEST Housing |
| 2015 / 2020 | Updated business rules to clarify that the project location is the driver for these two screens |
| 6400 | Removed fax capability |
| **Revision Date: 09/12/2012** | |
| Part 50 | Updates throughout for Part 50 (Release II) |
| SFR Tiering | Updates throughout for SFR Tiering (Release II) |
| User Roles – Part 58 | Added “Prepare ERR” for HUD Staff Role |
| 2025 | Added business rule in front of table |
| 2025 | Added rules for mandatory vs non-mandatory uploads and text boxes |
| 2045 | Added rules for mandatory vs non-mandatory uploads and text boxes |
| **Revision Date: 09/13/2012** | |
| Menu Structure | Added link for 7000 screen |
| 1365 | Changed navigation to go to 6330, not 6400 |
| 1070 | Delete “other” from Central Library |
| 1125 | Updated document to describe link to 2075 |
| 1220 | Updated project description to map 1125 |
| 1230 | Updated text tip |
| 1370 | Updated business rules for navigation and buttons |
| 2050 | Updated sensitive information to remove checkbox |
| 2075 | Updated document to describe link to 1125 |
| 2080 | Updated document for mandatory files upload |
| 4500 | Changed navigation for [Save and Continue] |
| 5000 | Updated navigation rules and added save and back / continue |
| 6400 | Updated rules for [Finish] |
| 7000 | Updated navigation rules |
| **Revision Date: 09/18/2012** | |
| Menu Structure | Added link for guide to HEROS |
| 1311 | Updated navigation option for 1331 – Soft Cost |
| 2025 | Updated wording in some screen upload areas |
| 2040 | Updated compliance determinations text in table and screen |
| 2070 | Corrected a compliance determination – duplicate text |
| 2080 | Updated compliance determinations and questions |
| 6400 | Updated business rules for navigation |
| **Revision Date: 09/20/2012** | |
| Menu Structure | Added link for re-evaluation |
| 1020 | Added rules for revised buttons and re-evaluation |
| 1365 | Changed text box to optional |
| **Revision Date: 09/21/2012** | |
| 2000s | Removed individual upload points. Changed “Additional Documentation” to “Supporting Documentation” |
| 2000s | Changed [Next Question] to [Next]. |
| 2000s | Added new navigation rules and process to general section for 2000 series and revised the navigation buttons on all 2000 series screens |
| 2010 | Updated documentation upload / buttons ; Text changes |
| 2015 | Updated documentation upload / buttons |
| 2030 | Updated documentation upload/ buttons ; Text changes |
| 2035 | Updated documentation upload/ buttons ; Text changes; added optional text box |
| 2040 | Updated documentation upload/ buttons ; Text changes |
| 2045 | Updated documentation upload/ buttons ; deleted text box |
| 2050 | Updated documentation upload/ buttons |
| 2055 | Updated documentation upload/ buttons |
| 2060 | Updated documentation upload/ buttons |
| 2070 | Updated documentation upload/ buttons |
| 2072 | Updated documentation upload/ buttons |
| 2080 | Updated documentation upload/ buttons; Changed mitigation section |
| 4010 | Removed individual upload points. Changed “Additional Documentation” to “Supporting Documentation” |
| **Revision Date: 09/24/2012** | |
| 2025 | Updated documentation upload / buttons; Major changes to questions and text. |
| 2052 | Updated documentation upload / buttons; Major changes to questions and text. |
| 2075 | Updated documentation upload/ buttons; Navigational changes |
| 2085 | Updated documentation upload/ buttons; Business rules clarifications for navigation |
| **Revision Date: 9/25/2012** | |
| 2020 | Updated documentation upload/buttons; question 3 updated |
| **Revision Date: 10/03/2012** | |
| 4010 | Undelete Socioeconomic and Natural Features |
| **Revision Date: 10/08/2012** | |
| All throughout | Accepted changes to make more readable |
| **Revision Date: 10/12/2012** | |
| 1150 - 1152 | Supplemental assistance track: various updates and clarifications, including to output |
| 1030 | My Tiered Reviews: added buttons |
| 2010 | Clean Air Act: text only |
| 2025 | ESA updates to sensitive information rules with respect to the outputs |
| 2050 | Historic Preservation: updates to sensitive information rules with respect to the outputs |
| **Revision Date: 10/19/2012** | |
| 2075 | Revised text of first compliance determination |
| Tiering | Updated business rules for tiering |
| **Revision Date 10/22/2012** | |
| 1210 | Routing edits for contractor to 6205 |
| 1230 | Routing edits for contractor to 6205 |
| 1370 | Corrected broken link |
| 2040 | Compliance Determination updated for question 1 |
| 2045 | Text edits to compliance determinations |
| 2050 | Updated TDAT link in the Header, when this header is moved to 2052 link needs to be the same. |
| 2052 | Updated hyper links for foot notes 111 and 113. As well as “When to Consult with Tribes checklist” under the Indian Tribes selection. |
| 2065 | Updated 2 links in the header. |
| 2070 | Text edits to compliance determination |
| 2075 | Text edits to Part 2 Single Family under first question. |
| 6210 | Changed rule for convert from CEST to Exempt |
| 6500 | Added additional upload point |
| 6704 | CEST signature page should require the Certifying Officer’s signature |
| **Revision Date 10/25/2012** | |
| 1240 | Inserted number of site-specific reviews to be added by the user |
| 1370 | Took out business rules regarding EAs converting to EIS |
| 2005 | Updated rules for Housing selection and required display of screens |
| 2025 | Added compliance determination for question 1 |
| 6320 | Changed business rules regarding EAs that make a finding of significant impact |
| 6330 | Same changes as 6320 |
| **Revision Date 02/01/2013** | |
| 1000  1120  1122  1125 (X3)  1151 (X2)  1161 (X3)  1210 (X2)  1220 (X3)  1240 (X2)  1252  1310  1370 (X4)  2010  2025  2030 (X4)  2060  2075 (X2)  4010  5000 (X4)  6210  6220  6310  6320  6400 | “Please” deleted. Marked if it appears on the screen more than once. Also found in the Cancel Project Popup  Compliance Pop-up in the 2000 screens |
| 1000 | Delete obsolete Dashboard section of document; Modify the Side Menu |
| 1020 | Allow canceled reviews to be “uncancelled,” eliminate ‘View’ and ‘Edit’ buttons , allow users to view/generate outputs for completed and completed, conditioned on mitigation reviews, organize reviews into 3 “tabs” |
| 1070 | Added business rules to clarify how reviews can be sorted by region |
| 1105 | Text, eliminate column on funding source chart, replace text box with pull-down menus on funding source chart, add system-generated notation about when/by whom ERR was generated, deleted all address lines except for sub-grantee’s |
| 1125 | Changes to project location information (new text, address no longer mandatory); text changes to Activities options; text tip change (typo) ; make project description mandatory |
| 1311 | Restructuring of options, new pop-up |
| 1320 | Edits to reflect text changes on Activities from 1125 (no major changes) |
| 1331 | Delete screen (has been incorporated into 1311 and replaced with Soft Cost Pop-Up) |
| 1365 | Text Change |
| 1366 | Provided clarification on the business rules, and added a new question – Existing Conditions and Trends |
| 2005 | Directions added to the top,, text changes on left column, order of laws and authorities changed |
| 2035 | Various text |
| 2040 | Text in Q3 changed in two places. |
| 2045 | Text in Q1 updated under 55.12(c)(6). One text box deleted, the other moved down and made optional. The bullet points can be spaced closer together without the text boxes in between.  Text tip added under 8-Step Process, 55.12(b)(2).  Text in 8-Step Process was added under “8-step process applies.” |
| 2060 | Text updates in Q2. Two text tips were also added under Q2. |
| 4010 | Directions added to the top, buttons on the bottom changed |
| 4100 | Screens 4100-4500 have been compiled onto one screen. Screen also has new buttons |
| 5000 | Changed name of screens, changed BRs affecting when screen was applicable, added 3 rows to chart |
| **Revision Date 02/26/2013** | |
| 1105 | Eliminate middle initials, third line of street address, and +4 Zip Code; allow 60 characters in contracting firm name; move contractor information to after grantee information; add new text under grantee and contractor information |
| 1125 | Add line for title of person completing field inspection |
| 2005 | New business rules |
| 2010 | Revised screen structure |
| 2015 | Revised screen structure |
| 2020 | Revised screen structure |
| 2025 | Revised screen structure |
| 2035 | New links in header |
| **Revision Date 03/06/2013** | |
| Tiering menu | Added tiering menu (similar to the tiering menu discussed in email but never added to screens document) |
| 1105 | Made changes consistent with those in the standard 1105 screen |
| 1120 | Made project description mandatory |
| 1366 | Revised text |
| 2035s | Revised screen structure |
| 2040 | Revised screen structure |
| 2045 | Revised screen structure |
| 4010 | Revised text |
| 4100 | Screen now named; “Environmental Assessment Analysis”  Revised text |
| **Revision Date 03/08/2013** | |
| 1020 | Added disclaimer text below “My Environmental Reviews” |
| 1070 | Update BRs for top search box |
| 1252 | Revised routing BR |
| 2005 | Added disclaimer text above the chart. |
| 2025 | Complete redo |
| 2055 | Revised screen structure |
| 2060 | Changed text in Q2. |
| 2065 | Revised screen structure |
| 2070 | Revised screen structure |
| 2075 | Revised screen structure |
| 2085 | Some restructuring of options in first question |
| 6210 | Revised routing BRs |
| 6215 | Created new screen: 6215 – Tiered CEST Determination |
| 6220 | Completely re-worked |
| 6222 | Created new screen: 6222 - Exempt and CENST Signature Screen |
| 6224 | Created new screen 6224 - Conversion to Exempt Signature and Posting Screen |
| 6226 | Created new screen: 6226 –Signature and Posting for Public Comment Screen |
| 6229 | Created new screen: 6229 – Post-Comment Signature Screen |
| 6230 | Minor edits to BRs (to eliminate some problems with questions not appearing properly) |
| 6400 | Added disclaimer text |
| **Revision Date 03/11/2013** | |
| 2000s | Erased “Next” button at the very end |
| 2005 | Edits to business rules to clarify routing (to allow users to move freely between 2000s, 4000s, and 5000s) |
| 2025 | Some changes since last edit, including major revisions to question 4 |
| 2075 | Text changes to questions and revision of screen structure |
| 2085 | Fixed error affecting reviews that convert to EA |
| 4010 | Edits to business rules to clarify routing (to allow users to move freely between 2000s, 4000s, and 5000s) |
| 4100 | Edits to business rules to clarify routing (to allow users to move freely between 2000s, 4000s, and 5000s) |
| 5000 | Edits to business rules to clarify routing (to allow users to move freely between 2000s, 4000s, and 5000s) |
| **Revision Date 03/12/2013** | |
| Revision Page | Updated Revision Page and formatting |
| 1070 | Updated [Search] Graphic |
| 2050 | Screen Questions and Text updated |
| 2005 | Added and updated business rules for 2005 and screen summary |
| 2005.1 | Added screen 2005.1 – Screen Summary to clarify design and business rules |
| 2075 | Made some more text changes to 2075 |
| Throughout | Added JIRA ticket number as comment next to “resolved” issues where applicable |
| **Revision Date 3/13/2013** | |
| 2080 | Added Question and Text Updated |
| **Revision Date 3/15/2013** | |
| Throughout | Added JIRA ticket number as comment next to “resolved” issues where applicable |
| Throughout | Cleaned formatting and comments |
| **Revision Date 3/18/2013** | |
| Throughout | Added JIRA ticket number as comment next to “resolved” issues where applicable 1105 through 1252, 13x, 2005 |
| Throughout | Cleaned formatting and comments |
| **Revision date 3/19/2013** | |
| 6200 | Text |
| 6222 | Text |
| 6224 | Updated BRs on project status |
| 6310 | Update BRs on routing |
| 6320 | Screen deleted |
| 6330 | Major changes |
| 6400 | Major changes |
| 6500 | Major changes |
| Side menu | Updated to include tiering side menu and supplemental assistance side menu |
| 1152 | Updated screen |
| **Revision date 3/20/2013** | |
| 1210 | Clarified routing |
| **Revision Date 3/20/2013** | |
| Throughout | Added JIRA ticket number as comment where applicable 2005 through 2025 |
| Throughout | Cleaned formatting and comments |
| 1105 for tiering | Changes to screen |
| 1220 | Changes to screen |
| 6400 and 6500 | Made routing changes for tiered reviews |
| 1251 | Added text above chart. |
| **Revision Date 3/22/2013** | |
| Throughout | Added JIRA ticket numbers for new tickets created |
| Throughout | Cleaned formatting and comments |
| Menu Structure | Updated menu structure section with screen shot and clarifications |
| **Revision Date 3/22/13** | |
| 7000 | Reentered screen 7000, which had been deleted from document somewhere along the line |
| Side menu | Added screen 7000 |
| **Revision Date 3/25/2013** | |
| Throughout | Added JIRA ticket numbers for new tickets created reported from HUD, Tiering and up to 2045 |
| 134Xs | Clarified that the Level of Review Report CEST Citations should come from 1341, 1342, and 1344 and not from 1311 |
| **Revision Date 3/27/13** | |
| 1020 | Edited BRs re which reviews are visible on dashboard |
| 1105 | Added 2 new questions |
| 2015 | Edited BRs re non-CBRA states (to allow users to utilize the Screen Summary) |
| 2020 | Edited BRs re non-CZMA states (to allow users to utilize the Screen Summary) |
| 6400 | Deleted 1 question |
| 6500 | Added a date selection, for reference of when the review is complete. |
| 2015/2020 | Added JIRA numbers to new BRs |
| Throughout | Added JIRA ticket numbers for new tickets created reported from HUD |
| Throughout | Added JIRA tickets and created new ones where applicable for all 2000 series, 4000 series and 5000 screens |
| 4200-4500 | Removed deleted screens |
| **Revision Date 3/29/2013** | |
| 1320 | Rearranged BRS for LORDA |
| **Revision Date 4/01/2013** | |
| Throughout | Added JIRA tickets and created new ones where applicable for all screens from 6000 to the end |
| **Revision Date 4/02/2013** | |
| 1150 -> 1161 | Added JIRA ticket for business rules / navigation |
| 1020 | Updated Business Rules for re-evaluation and supplemental assistance |
| **Revision Date 4/04/2013** | |
| Throughout | Replaced EMIS with HEROS |
| User Roles | Updated User Roles |
| 1320 | Udated LORDA order of questions and businessrules |
| **Revision Date 4/5/13** | |
| 1311 | Soft cost pop up: fixed typo |
| **Revision Date 4/10/13** | |
| Side menus | Cleaned up tiering side menus, added reevaluation side menu |
| **Revision Date 4/11/2013** | |
| 2000s | Replaced “below” (as in “Upload all documentation below”) with “in the Screen Summary at the conclusion of this screen.” |
| **Revision Date 4/12/13** | |
| 6320 EA Signature and Posting Screen | Added new screen specifically for EAs, separating them from CEST signature and posting |
| 6220 Package screen | Updated routing BRs |
| 6226 CEST Signature and Posting | Updated name and BRs to clarify separation between CEST and EA versions of this screen |
| 6320/1020 | Added new status: “FOSI” for use of EA-level reviews that make a Finding of Significant Impact (FOSI) |
| **Revision Date 4/17/13** | |
| 1150 Supplemental Assistance | Question 3/yes: Updated routing, changed text on pop-up |
| Side menu | Update side menu with new rules and pop-up |
| **Revision Date 4/18/13** | |
| 6500 AUGF | Changed phrasing on last sentence (Negated 4/22/13) |
| 1125 | Updated directions for validation/added 2 asterisks |
| 1220 | Updated directions for validation/added validation button |
| 2005 | Updated routing (on 2/1/13, when screen 5000 was edited to include exempt and CENST reviews, we forgot to edit 2005 to make sure that they actually navigated there) |
| 5000 | Updated routing of ‘save and continue’ for exempt and CENST reviews |
| **Revision date 4/22/13** | |
| 1160 Reevaluation | Updated business rules, navigation, and text. Major change in that the reevaluation will no longer be a separate review. But the business rules should be much simpler. |
| 1150 Supplemental Assistance | Updated popup text and navigation for when reevaluation is triggered. |
| 6500 – AUGF | Separated bottom half of screen into separate screen |
| 6600 – Complete and Archive Review | New screen |
| 6224 | Removed some parts of screen, updated routing |
| 7000 | Text and routing |
| **Revision date 4/25/13** | |
| Throughout | Added more JIRA ticket numbers into comments section |
| **Revision dates 4/29/13 – 5/03/13** | |
| Throughout | Fixed formatting and TOC issues |
|  |  |
| **Revision dates 4/29/13 – 5/03/13** | |
| Generic business rules | Removed references to central library |
| Dashboard | Updated to make consistent with current system (essentially replacing dashboard with ‘My Environmental Reviews’) |
| Side menus | Restructured; added details re final screens, reevaluation |
| 1020 | Updates throughout: changed possible actions (delete reevaluation, supplemental assistance buttons), revised columns, clarified which reviews are visible for each user role   * Note: included some references to ‘tab’ restructuring on 1020. Will revisit this based on level of effort if it seems to be a possibility |
| 1030 | Updates throughout: instituted same visibility rules as 1020, updated routing (to 1101), revised columns |
| Search | Deleted supplemental assistance, reevaluation; added FOSI |
| 1101 | Changed ‘save and go back’ to ‘cancel’ (essentially only a text change); updated BRs to include tiering; removed outdated ‘ER Key’ stuff |
| 1105 | Upped character limit to 60 characters for project name; deleted Sustainable Communities from program list; updated ‘save and go back’ to ‘cancel button; other text changes |
| 1122 | Fixed some grammar and navigation |
| 1125 | Text changes |
| 1150 | ‘Hid’ track |
| 1161 | Removed ‘go back’ button; added trigger for reporting; text changes |
| 1200s | Removed ‘General’ from all screen titles; some rerouting:   * Tiered reviews no longer route to 1220 and 1222 * CEST reviews may not longer take ‘upload’ track (1230) and must be routed to 1251 & 1252 * Tiered EISs go to 1370 instead of 1230 * Tiered reviews go to 1105 before 1210 |
| 1210 | Removed second CEST question, updated routing throughout |
| 1105 – tiering | Removed references to Single Family Rehab track; added State CDBG and start date questions; general cleaning to look more like the standard 1105 |
| 1220 | Business rule cleanup (removed sensitive information routing); text changes; update to EIS routing |
| 1230 | Text changes, revised routing |
| 1240 | Added validate button; codified limit of possible site-specific reviews |
| 1251 | Updated BRs, text changes, removed text tips |
| 1252 | Updated navigation; text changes |
| 1311 | Text, formatting changes |
| 1320 | Removed some text tips |
| 1340s | Changes to text, buttons (to avoid weird issue of users having to answer before going back) |
| 1344 | Removed questions about extraordinary circumstances |
| 1346 & 1348 | Added questions about extraordinary circumstances |
| 1365 | Major restructuring |
| 1366 | Text changes |
| 1370 | Text changes, one button change |
| 2005 | Updated contamination routing, clarified other rules, one minor text change, deleted ‘cancel’ button |
| 2000s | Text changes throughout |
| 2050 | Moved/consolidated confidential information checkbox |
| 2076-2077 | Cleaned up BRs |
| 4010 | Text changes, removed hyperlinks |
| 5000 | Text changes, reordered chart (to be more like 2005), added permits line from 4100, (nice to have: added links back to screens within left column) |
| 6000s | Major updating of BRs |
| 6205 | Added cc email, text |
| 6210 | Routing change for extraordinary circumstances, including popup |
| 6220 | Text changes, deleted 2 BRs, business rule updates, deleted ‘accept review as final’ button |
| 6222 | Text, BR edits |
| 6224 | BR edits |
| 6226 | Text, BR edits |
| 6229 | Deleted screen |
| 6230 | Text, BR edits |
| 6310 | Text, BR edits |
| 6320 | Text, BR edits |
| 6330 | Text edits, new text tip, eliminated pop-up, added section & buttons for FOSI reviews |
| 6400 | New section (certification) with special privileges attached; revised emailing |
| 6500 | New section (certification) with special privileges attached; added emailing |
| 6600 | New, cleaner BRs, new button |
| 6605 | New screen specifically for EISs |
| 6220, 6224, 6600 | Clarified that CEST-converted to exempt reviews use the CEST output |
| **Revision dates 5/24/13** | |
| 1100 intro | Updated ER ID rules |
| 1105/1125 | Updated special characters for project name and description |
| **Revision dates 5/31/13** | |
| Throughout | Updated JIRA ticket indications based on UAT feedback |
| 1220 | Updated text for project location validation |
| 1365 | Updated navigation for EA |
| **Revision dates 6/03/13, 6/10/2013** | |
| Throughout | Updated JIRA ticket indication based on UAT feedback |
| **Revision date 6/19/13** | |
| 1220 and 1125 | Updated Project Description language. |
| **Revision date 6/25/13** | |
| Throughout | Whoops I’ve been forgetting to add what we’ve changed. Check the track changes. Today, definitely 2076 and 1125. |
| **Revision date 6/26/13** | |
| Throughout | Combined Part 50 & Part 58 documents |
| **Revision dates 7/05/13 through 7/23/2013** | |
| Throughout | Clean up of document, accepted changes for verified tickets, added new ticket numbers |
| **Revision date 10/23/2013** | |
| 1125, 2040, 2055, 2085, 5000 | Text changes based on Housing Pilot feedback |
| 1125 | Removed “or intersections” for location validation |
| **Revision date 01/16/2014** | |
| Throughout | Accepted all changes and comments as implemented in release IDIS 11.7, formatted document |
| **Revision date 01/23/2014** | |
| Throughout | Added all business rule changed based on UAT testing and sign-off |
| **Revision date 01/25/2014** | |
| 0000 - HEROS Log-in | Added section to capture HEROS Log-in pages and rules |
| **Revision date 01/28/2014** | |
| 0200 – User Admin | Added section for User Admin which was tracked separately per word document, excel and JIRA tickets |
| **Revision date 03/19/2014** | |
| 0250 – User Admin Privileges | Updated privilege table based on the 11.8 IDIS/HEROS release |
| **Revision date 08/11/2014** | |
|  | Updates based on the 11.9 IDIS/HEROS release |
| **Revision date 08/25/2014** | |
|  | Updates based on the 11.9.1 IDIS/HEROS release |
| **Revision date 06/23/2015** | |
|  | Updates based on the 11.11 IDIS/HEROS release |
| **Revision date 07/20/2015** | |
|  | Additional updates based on the 11.11 IDIS/HEROS release for tiering screens and tiering side menus |
| **Revision date 10/26/2015** | |
|  | Accepted all 11.11 updates as implemented |
|  | Updated with current open tickets in all sections where details are known |
| **Revision date 8/31/2016** | |
|  | Accepted all 11.12 updates as implemented |
|  | Updated with current open tickets in all sections where details are known |
| **Revision date 1/19/2017** | |
| 1311/1315 | Updated with 11.14 requirement changes for sign-off |
| 6205 | Updated with 11.14 requirement changes for sign-off |
| 6350 | Updated with 11.14 requirement changes for sign-off |
| 6205 | Updated with 11.14 requirement changes for sign-off |
| 1125 | Updated with 11.14 requirement changes for sign-off |
| 2040 | Updated with 11.14 requirement changes for sign-off |
| 2055 | Updated with 11.14 requirement changes for sign-off |
| 2090 | Updated with 11.14 requirement changes for sign-off |
| **Revision date 1/31/2017** | |
| 1125 | Updated with 11.14 requirement changes for sign-off |
| 1220 | Updated with 11.14 requirement changes for sign-off |
| 6222 | Updated with 11.14 requirement changes for sign-off |
| 1311 | Updated with 11.14 requirement changes for sign-off |
| 2000 – Screen Summary | Updated with 11.14 requirement changes for sign-off |
| 5000 | Updated for 11.14 |
| 7000 | Updated for 11.14 |
| **Revision date 2/6/2017** | |
| 1105 | Updated with 11.14 requirement changes for sign-off |
| 6222 | Updated with 11.14 requirement changes for sign-off |
| 6400 | Updated with 11.14 requirement changes for sign-off |
| 6500 | Updated with 11.14 requirement changes for sign-off |
| **Revision date 2/12/2017** | |
| 1020 | Updated with 11.14 requirement changes for sign-off |
| 1030 | Updated with 11.14 requirement changes for sign-off |
| 1070 | Updated with 11.14 requirement changes for sign-off |
| Side Menus | Updated with 11.14 requirement changes for sign-off |
| 1024 | Created new screen for assign feature |
| 1026 | Created new screen for assign history feature |
| 0244 | Created new screen for Partner Organization Search |
| 0246 | Created new screen for Partner Organization Info |
| 0248 | Created new screen for RE Association to Partner Organization |
| 0200 | Updated all sections for Partner Role Implementation |
| 0200 | Updated all sections for Partner Organization Implementation |
| **Revision date 2/18/2017** | |
| 2085, 2070, 2072 | Updated to treat CEST\_CONV\_EXEMPT as CEST for 2085, 2070/2072 and navigation from 2005 -> 5000 |
| **Revision date 3/4/2017** | |
| 1105 | Updated 1105 to remove additional Save button |
| 1125 | Updated 1125 to remove pre-filling fields with “TBD” |
| 5000 | Updated to limit to 10 user added rows with pop-up message |
| Appendix C | HEROS/DRGR Link |
| Appendix D | OPIIS Interface |
| **Revision date 3/31/2017** | |
|  | Accepted all 11.13 updates as implemented |
| **Revision date 3/31/2017** | |
| Generic Rules and Throughout | Updated to include copy from temp to final |
| 0250 and 7015.15 | Updated “Sign as non-RE” to “Sign as non-RE Recipient” |
| 025x | Updated [Add Responsible Entity] button to [Link to HUD or RE] |
| 0244/0246 | Updated partner organization add with default selection |
| 1024/1026 | Updated Assignment History to screen instead of pop-up |
| **Revision date 4/18/2017** | |
| Appendix C | Added additional fields to HEROS/DRGR view |
| 1105 | Updated checkboxes/radio buttons, defined defaults |
| **Revision date 4/20/2017** | |
| 1125 | Updated checkboxes/radio buttons, defined defaults |
| 0160 | Added “HUD or RE” under the partner profile selection |
| 6350 | Updated pop-up text to remove e-mail notification |
| **Revision date 4/26/2017** | |
| 1125 | Updated Consultant information on 1105 from Search to Text box entry |
| **Revision date 5/3/2017** | |
| 2046 | Added additional text |
| Throughout | Updated rules for Housing Programs to apply to any of the 4 new Housing programs |
| 0210 | Changed RE and Partner Search to only be applicable to HUD admin users |
| 1101 | Added rules for Partners that have both Part 50 and Part 58 privileges |
| **Revision date 5/5/2017** | |
| 0215 | Updated User search to not show user’s organizations in user detail pop-up |
| 1024 | Added details to Assign Review Search entry fields and behavior |
| **Revision date 7/5/2017** | |
| 2040, 2046 | Added rule clarification for auto-populate of uploaded files between 2040 and 2046 |
| **Revision date 12/20/2017** | |
| Throughout | Accepted all changes implemented in 11.14 and 11.15 release |
| 0220 | Updated rules for Partner role for editing own profile |
| 1020/1030 | Updated to remove “Show All” for Partners |
| 1251/1252 | Highlighted that information in screens need to show up in outputs |
| **Revision date 05/31/2018** | |
| Throughout | Accepted all changes implemented in 11.16 release |
| **Revision date 01/25/2019** | |
| 0240, 1024, 1030, 1070, 2010 | Updated to annotated defects fixed in Sprints 1 through 7 for upcoming release 11.17 |
| **Revision date 04/22/2019** | |
| Throughout | Accepted all changes implemented in 11.17 release |
| 4010 | Updated to annotate for Emergency Release 11.17.1 |
| **Revision date 02/25/2019** | |
| 1020, 1030, 2035, 2085 | Updated to annotated defects fixed in Sprints 7 through 12 for upcoming release 11.18 |
| **Revision date 04/22/2019** | |
| 0250, 1024 | Updated with business rule changes for user profile privileges and assignments for release 11.18 |
| 1105, 1020, 1030 | Set state to N/A and display if user has not saved state yet and for dashboard filtering |
| 0200 | Annotated with privilege changes for release 11.18 |
| **Revision date 05/28/2019** | |
| 1252 | Updated to include 4000 character limit and wrapping |
| **Revision date 07/25/2019** | |
| Throughout | Accepted all changes implemented in 11.18 release |
| **Revision date 07/26/2019** | |
| 0200 Section | Admin now included User Search and Organization Search |
| Throughout | Updated to annotate defects selected for 11.19 |
| **Revision date 07/30/2019** | |
| 0200 Section | Admin section: search results and edit for new organization edits |
| **Revision date 10/30/2019** | |
| General Rules | File upload notifications |
| 0220 | Field changes on Profile |
| **Revision date 11/13/2019** | |
| Appendix F | System notifications to SysAdmin and Helpdesk |
| 0240 Section | Partner Linking of multiple REs |
| **Revision date 12/31/2019** | |
| Throughout | Accepted all changes from release 11.19 |
| **Revision date 1/16/2020** | |
| 6226 | Made public comment closing date required prior to posting |
| 6320 | Made public comment closing date required prior to posting |
| **Revision date 2/3/2020** | |
| Appendix A | Annotated ticket for posting not including LoR and ICF Process clarifications |
| 2080 | Updated screen to reflect regulation changes |
| **Revision date 3/25/2020** | |
| Throughout | Accepted all changes from Release 11.19.1 |
| **Revision date 3/26/2020** | |
| 1240 | Edited screen based on new screen requirements |
| **Revision date 6/11/2020** | |
| 1105 | Added new programs (including the CARES Act programs) under the CPD Program and the Office of Native American Programs selections |
| **Revision date 06/23/2020** | |
| 1240 | Added sort order display default upon initial display of multiple sites. |
| 1241 | Added placeholder warning text that user must click Save before uploading file. |
| **Revision date 06/25/2020** | |
| 1241 | Marked Street field as required. |
| **Revision date 07/06/2020** | |
| 1240 | Added message that displays when user adds 200 sites. |
| 1241 | Updated behavior of 1241 upon clicking Save when adding a new site. Added other required fields. |
| **Revision date 07/16/2020** | |
| 1240 | Updated screen pagination description and rule. |
| **Revision date 07/20/2020** | |
| 1240 | Updated screen page options. |
| **Revision date 07/30/2020** | |
| 1070 | Expanded on description of performing searches when user enters search text and selects the optional search criteria. |
| **Revision date 09/01/2020** | |
| 7000 | Added "Certify" checkbox. |
| 1020 | Added "Complete" column tied to "Certify" checkbox on 7000. |
| 1030 | Added "Complete" column tied to "Certify" checkbox on 7000. |
| **Revision date 11/04/2020** | |
| 1020 | Added "Mitigation Status" column |
| 1030 | Added "Mitigation Status" column |
| **Revision date 12/01/2020** | |
| 4100 | Made cumulative Impacts Text option on 4100 (EMIS-3131). |
| **Revision date 1/19/2021** | |
| 1020 | Added "Mitigation Status" column tied to "Complete" checkboxes on 7000 (EMIS-3165), Paperwork Reducation Act wording at bottom (EMIS-3177) |
| 1030 | Added "Mitigation Status" column tied to "Complete" checkboxes on 7000 (EMIS-3165), Paperwork Reducation Act wording at bottom (EMIS-3177). |
| 5000, 7000 | Removed the link between the Permits field on the EA Factors screen and the 5000 mitigation screen (and 7000 Mitigation Follow Up). EMIS-3167 |
|  |  |
|  | **Revision date 1/19/2021** |
| Appendix G | Added “Appendix G. File Size Limit” to show the current file upload size limit on the HEROS server. |
|  |  |
|  | **Revision date 3/30/2021-4/9/2021** |
| 5000 | Altered Mitigan Plan label, text (EMIS-3166/EMIS-3209).  Added Mitigation Column to Related Laws and Ad Hoc tables (EMIS-3166/EMIS-3214)  Included EMIS-3166 changes in outputs (EMIS-3168/EMIS-3212) |
| 2090 | Altered Asbestos text (EMIS-3200) |
|  |  |
|  | **Revision date 5/5/2021** |
| 5000 | Added popup for when user tries to add Ad Hoc mitigations after deleting one or more, but not saving (EMIS-3214) |
|  |  |
|  | **Revision date 5/26/2021** |
| 1105 | Added HOME-ARP to Program Name droplist for CPD Program droplist |
|  |  |
|  | **Revision date 8/05/2021** |
| 1105 | Added Clearing “Section 106 Lender Delegation” Checkbox on 2050 if no appropriate HUD Program and/or Program Name droplists items are selected and user clicks Save and Continue (EMIS-3192) |
| 2050 | Added “Section 106 Lender Delegation” Checkbox if appropriate HUD Program and/or Program Name droplists items are selected on 1105 (EMIS-3192) |
| 2050 | Added “Section 106 Lender Delegation” Checkbox to output (EMIS-3264) |
|  |  |
|  | **Revision Date 08/31/2021** |
| 2040 | Added "Require Flood Insurance as a Mitigation Measure Condition?" checkbox on Screen 2040 (Flood Insurance) as a new (last) question (EMIS-3201) |
|  | Accepted all changes (for 11.24 release), fixed formatting issues. |
| 1366  2010  2035  2040  2046  2050  2055  2090  7015.5 | Updated web links on listed screens (EMIS-3238) |
|  |  |
|  | **Revision Date 09/09/2021** |
| 2040 | Completed design for "Require Flood Insurance as a Mitigation Measure Condition?" checkbox on Screen 2040 (Flood Insurance) as a new (last) question (EMIS-3201) |
|  |  |
|  | **Revision Date 09/14/2021** |
| 2025, 2055, 7015.15 | Completed wording changes for EMIS-3228/EMIS-3238 (replaced “ATEC” with “HudExchange”, and replaced "OMB Catalog Number" with "CFDA/Assistance Listing Number" on screen and in tooltips as needed) |
|  |  |
|  |  |
|  | **Revision Date 09/16/2021** |
| 2040, 2046, 2055 | Fixed typos in tooltip on 7015.15 (EMIS-3228/EMIS-3238). Fixed Reference on 2046 (BRD was not updated for EMIS-2297 for some reason). Added text of Question 2 back in for 2055 (was removed in the past for some reason – likely while accepting all changes in 2018). Fixed some formatting errors. |
|  |  |
|  | **Revision Date 09/23/2021** |
| 2025, 2050, 2055 | Changed “HudExchange” to “HUD Exchange” in HEROS application text as per Lauren’s comments in the DEMO meeting in 9/23/2021. |
|  |  |
|  |  |
|  | **Revision Date 10/19/2021** |
| 2050 | Changed Sect 106 checkbox on Fed Historic Preservation to radio button as per Lauren’s email comments (EMIS-3294). |
|  |  |
|  | **Revision Date 10/20/2021** |
| 2040 | Clarified Compliance Determination text for new question 4 (EMIS-3296). |
|  |  |
|  |  |
|  | **Revision Date 11/18/2021** |
| 0242, 0210/0218, 0230/0232/0234/0236/0248, 0240/0244, 0247, 1105 | Added UEI Related Functionality EMIS-3281 (EMIS-3282, EMIS-3283, EMIS-3284, EMIS-3285, EMIS-3286, EMIS-3287, EMIS-3288) |
|  |  |
|  | **Revision Date 12/15/2021** |
| 0242/0246, Appendix A | Added UEI Validation Messages, updated screen shot (EMIS-3283), clarified Appendix A |
|  |  |
|  | **Revision Date 3/1/2022** |
| Entire Doc | Accepted Changes for 11.26 |
|  |  |
|  | **Revision Date 3/15/2022** | |
| 1105 | Fixed typo in ‘Indian Community Development Block Grant CARES Act’ Program Name, changed HOME-ARP Program Name to ‘HOME American Rescue Plan (HOME-ARP)’, added 'Indian Community Development Block Grant American Rescue Plan (ICDBG-ARP)' and 'Indian Housing Block Grant American Rescue Plan (IHBG-ARP)' Program Names under Indian Housing | |
|  | **Revision Date 3/30/2022** | |
| Appendix A | Updated Appendix A with information for EMIS-3356 / EMIS-3233 | |
|  |  | |
|  | **Revision Date 4/18/2022** | |
| Appendix G | Updated Appendix G with information for upload file size | |
|  |  | |
|  | **Revision Date 5/4/2022** | |
| Appendix A | Updated Appendix A with information for EMIS-3356 / EMIS-3233 | |
|  |  | |
|  | **Revision Date 5/16/2022, 6/6/2022, 6/8/2022, 6/14/2022, 6/15/2022** | |
| 4010 | EMIS-3304 | |
| 4100 | EMIS-3365 | |
| 1105 | EMIS-3203 | |
| Appendix A | EMIS-3407 | |
| 1240/1241 | EMIS-3179 | |
|  |  | |
|  | **Revision Date 7/13/2022** | |
| 1105 | EMIS-3432 | |

1. Click here to go to the Tiered Review Dashboard. From the Tiered Review Dashboard you can start a broad level (Tier 1) review, or add site-specific (Tier 2) reviews to an existing broad level review. [↑](#footnote-ref-3)
2. Text tip: Environmental reasons include circumstances when the project location was canceled because it was not in compliance with or could not be mitigated to be in compliance with HUD regulations. [↑](#footnote-ref-4)
3. Text tip: Choose a name for your project that will allow you and any others involved to identify it easily. Try to choose a name that is unique to this project. Note that there is a 60 character limit. [↑](#footnote-ref-5)
4. Many grantees use file or project numbers to help organize and track HUD projects. You can leave this entry blank, or you may wish to enter your agency’s internal project number in accordance with your agency’s filing protocol. An example might be “#2013-PF-057,” where 2013 is the program year, PF is public facility, and 057 is the 57th project assisted in the program year. HEROS will assign a unique identifier that will be used to track the review within HUD’s systems. [↑](#footnote-ref-6)
5. Text tip: The category of leasing includes project-based rental assistance, or rental assistance that is attached to a residential unit, not to a tenant. For example, “leasing” would be the appropriate choice if you plan to use HUD funds to lease a unit and place participants in the unit as they are deemed eligible for your program. [↑](#footnote-ref-7)
6. Text tip: Unlike repair and improvements, maintenance activities do not materially add to the value of a building, appreciably prolong its life, or adapt the building to new uses. Maintenance activities are:

   Cleaning activities;

   Protective or preventative measures to keep a building, its systems, and its grounds in working order; or

   Replacement of appliances or objects that are not fixtures or part of the building. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building and includes systems designed for occupant comfort and safety such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include, but are not limited to, kitchen cabinets, built-in shelves, toilets, light fixtures, staircases, crown molding, sinks, and bathtubs.

   If items that would otherwise be considered maintenance are done as part of an extensive remodeling or renovation of a building, the entire job is considered a repair or improvement. [↑](#footnote-ref-8)
7. Text tip: “Soft costs” refer to activities that do not involve physical effects. Soft costs include planning costs (e.g. engineering and design) and community services. [↑](#footnote-ref-9)
8. For purposes of environmental reviews, "single family" should be understood to describe buildings or developments with one to four units per site. "Multifamily" should be understood to describe buildings or developments with five or more units per site. [↑](#footnote-ref-10)
9. "Findings" refers to the final determination made at the conclusion of the environmental review. For example, this may be a Finding of No Significant Impact (FONSI), Finding of Significant Impact (FOSI), or determination that the project is categorically excluded. [↑](#footnote-ref-11)
10. Text tip: Unlike repair and improvements, maintenance activities do not materially add to the value of a building, appreciably prolong its life, or adapt to new uses. Maintenance activities are:

    Cleaning activities;

    Protective or preventative measures to keep a building, its systems, and its grounds in working order; or

    Replacement of appliances or objects that are not fixtures or part of the building. A fixture is an object that is physically attached to the building and cannot be removed without damage to the building, and includes systems designed for occupant comfort and safety such as HVAC, electrical or mechanical systems, sanitation, fire suppression, and plumbing. Fixtures also include, but are not limited to, kitchen cabinets, built-in shelves, toilets, light fixtures, staircases, crown molding, sinks, and bathtubs.

    If items that would otherwise be considered maintenance are done as part of an extensive remodeling or renovation of a building, the entire job is considered a repair or improvement. [↑](#footnote-ref-12)
11. Text tip: “Soft costs” refer to activities that do not involve physical effects. Soft costs include planning costs (e.g. engineering and design), and community services. [↑](#footnote-ref-13)
12. Text tip: If the project is sensitive, provide an alternative address, such as the address of your city hall or nonprofit in lieu of the exact location of the project. If someone needs the precise address of a HUD-funded project in order to respond to the environmental notice, the person may visit the environmental review office to review it. [↑](#footnote-ref-14)
13. Text tip: The environmental review record and all notices may refer to a “public facility,” but need not specify the exact nature of the project. The project description should use the name of the HUD program (for example, Supportive Housing Program Grant, or EDI-Special Purpose Grant) providing the assistance in lieu of the name of the shelter or services that it provides. The project description should use the generic terms (if applicable) such as building improvements and services, or construction. The land use should use applicable generic terms (i.e., public, mixed, office, or residential use). These limits on information disclosure would meet the spirit of the public notification requirements without endangering prospective clients and beneficiaries. If interagency consultation is required, such as in historic preservation, special arrangement for confidentiality should be made with the State or Tribal Historic Preservation Office to accommodate the operator's request in a flexible way. [↑](#footnote-ref-15)
14. Text tip: Choose a name for your site-specific review that will allow you and any others involved to identify it and distinguish it from other site-specific reviews easily. An address is recommended. [↑](#footnote-ref-16)
15. Text tip: Choose a name for your site-specific review that will allow you and any others involved to identify it and distinguish it from other site-specific reviews easily. An address is recommended. [↑](#footnote-ref-17)
16. Text tip: Individual actions apply only to projects affecting four or fewer residential units and do not apply to rehabilitation of a building for residential use. [↑](#footnote-ref-18)
17. Text tip: Extraordinary Circumstances means a situation in which an EA or EIS is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

    Actions that are unique or without precedent;

    Actions that are substantially similar to those that normally require an EIS;

    Actions that are likely to alter existing HUD policy or HUD mandates; or

    Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on users of the facility. [↑](#footnote-ref-19)
18. Text tip: An EIS is required when the project is determined to have a potentially significant impact on the human environment. An EIS will typically be required if a proposal impacts more than 2,500 units. 24 CFR 58.37 [↑](#footnote-ref-20)
19. Text tip: Extraordinary Circumstances means a situation in which an EA or EIS is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

    Actions that are unique or without precedent;

    Actions that are substantially similar to those that normally require an EIS;

    Actions that are likely to alter existing HUD policy or HUD mandates; or

    Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on users of the facility. [↑](#footnote-ref-21)
20. Text tip: An EIS is required when the project is determined to have a potentially significant impact on the human environment. An EIS will typically be required if a proposal impacts more than 2,500 units. 24 CFR 50.42 [↑](#footnote-ref-22)
21. Text tip: Extraordinary Circumstances means a situation in which an EA or EIS is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

    Actions that are unique or without precedent;

    Actions that are substantially similar to those that normally require an EIS;

    Actions that are likely to alter existing HUD policy or HUD mandates; or

    Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on users of the facility.

    See §58.2(a)(3) [↑](#footnote-ref-23)
22. Text tip: Extraordinary Circumstances means a situation in which an EA or EIS is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

    Actions that are unique or without precedent;

    Actions that are substantially similar to those that normally require an EIS;

    Actions that are likely to alter existing HUD policy or HUD mandates; or

    Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on users of the facility.

    See §58.2(a)(3) [↑](#footnote-ref-24)
23. Text tip: Extraordinary Circumstances means a situation in which an EA or EIS is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

    Actions that are unique or without precedent;

    Actions that are substantially similar to those that normally require an EIS;

    Actions that are likely to alter existing HUD policy or HUD mandates; or

    Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on users of the facility.

    See §58.2(a)(3) [↑](#footnote-ref-25)
24. [↑](#footnote-ref-26)
25. Text tip: See Conformity determination thresholds at 40 CFR 93.153(b) ([https://www.epa.gov/general-conformity/de-minimis-emission-levels](http://whttps:/www.epa.gov/general-conformity/de-minimis-emission-levels) ) (Include engineering/construction assessments of emissions during construction and operating phases). You may also wish to contact your Air Quality District for assistance. Note that correspondence from the Air Quality District may serve as documentation for purposes of this question. [↑](#footnote-ref-27)
26. Text tip: Emissions modeling sites, such as caleemod.com, as well as EPA Conformity determination thresholds at 40 CFR 93.153(b) ([https://www.epa.gov/general-conformity/de-minimis-emission-levels](http://whttps:/www.epa.gov/general-conformity/de-minimis-emission-levels)  ) (Include engineering/construction assessments of emissions during construction and operating phases), may assist in this determination. You may also wish to contact your Air Quality District for assistance. Note that correspondence from the Air Quality District may serve as documentation for purposes of this question. [↑](#footnote-ref-28)
27. Refer to your state coastal zone management agency website to determine the definition of the Coastal Zone area. [↑](#footnote-ref-29)
28. Refer to your state Coastal Management Program (CMP) website for listed activities. [↑](#footnote-ref-30)
29. The State Coastal Zone Management Agency must be contacted to determine the specific plans, policies, and procedures that must be followed for a project to be determined consistent. [↑](#footnote-ref-31)
30. Text tip: Consult your Field Environmental Officer or local HUD office’s environmental guidance website to determine if this option is available in your area. [↑](#footnote-ref-32)
31. Text tip: Critical habitats are specific areas within or outside the geographical area occupied by listed species that are essential to the conservation of the species or that require special management considerations or protection. These are formally designated by the Services. [↑](#footnote-ref-33)
32. Text tip: For purposes of the ESA, the “action area” includes all areas that your project will affect either directly, indirectly, and/or cumulatively, and is not merely the immediate area involved in the project. (50 CFR 402.02) [↑](#footnote-ref-34)
33. Text tip: Your local HUD office may have established special procedures that allow this project to circumvent the general consultation process. Consult your local HUD office’s environmental guidance website to determine if this option is available in your area. [↑](#footnote-ref-35)
34. Text tip: Farmland subject to FPPA requirements does not have to be currently used for cropland. It can be forestland, pastureland, or cropland. Consider if the land is ‘‘already in’’ urban development. This includes land with a density of 30 structures per 40-acre area. It also includes lands identified as ‘‘urbanized area’’ (UA) on the Census Bureau Map, or as urban area mapped with a ‘‘tint overprint’’ on the USGS topographical maps, or as ‘‘urban-built-up’’ on the USDA Important Farmland Maps. [↑](#footnote-ref-36)
35. Text tip: It is important to note that land “zoned” for development, i.e., non-agricultural use, does not exempt a project from compliance with the FPPA. USDA/NRCS regulations contained at 7 CFR Part 658.2 define “committed to urban development” as land with a density of 30 structures per 40-acre area; lands identified as ‘‘urbanized area’’ (UA) on the Census Bureau Map or as urban area mapped with a ‘‘tint overprint’’ on USGS topographical maps; or as ‘‘urban-built-up’’ on the USDA Important Farmland Maps. [↑](#footnote-ref-37)
36. Text tip: “Prime farmland” is land that has the best combination of physical and chemical characteristics for producing food, feed, fiber, forage, oilseed, and other agricultural crops with minimum inputs of fuel, fertilizer, pesticides, and labor, and without intolerable soil erosion, as determined by the Secretary of Agriculture. Prime farmland includes land that possesses the above characteristics but is being used currently to produce livestock and timber. It does not include land already in or committed to urban development or water storage. [↑](#footnote-ref-38)
37. Text tip: “Unique farmland” is land other than prime farmland that is used for production of specific high-value food and fiber crops, as determined by the Secretary. It has the special combination of soil quality, location, growing season, and moisture supply needed to economically produce sustained high quality or high yields of specific crops when treated and managed according to acceptable farming methods. Examples of such crops include citrus, tree nuts, olives, cranberries, fruits, and vegetables. [↑](#footnote-ref-39)
38. Text tip: Farmland of statewide or local importance has been determined by the appropriate State or unit of local government agency or agencies to be significant. [↑](#footnote-ref-40)
39. Preparers of HUD environmental review records must complete Parts I, III, V, VI, and VII of form AD-1006 or form NRCS-CPA-106, as applicable.  NRCS will complete Parts II and IV of the form.  Part VII combined scores over 160 points require the evaluation of at least one alternative project site.NRCS has 45 days to make a determination. NRCS will return form AD-1006 or form NRCS-CPA-106 to you. [↑](#footnote-ref-41)
40. Text tip: Corridor type projects are those that that go over several tracts, such as railroads, utility lines, highways, etc. [↑](#footnote-ref-42)
41. When making decisions on proposed actions for sites receiving scores totaling 160 or more, HUD environmental reviewers shall consider: (i) use of land that is not farmland or use of existing structures; (ii) alternative sites, locations, and designs that would serve the proposed purpose but convert either fewer acres of farmland or other farmland that has a lower relative value; and (iii) special siting requirements of the proposed project and the extent to which an alternative site fails to satisfy the special siting requirements as well as the originally selected site. [↑](#footnote-ref-43)
42. Flood insurance may be required when activities include the purchase of machinery, equipment, fixtures, or furnishings that are insurable under NFIP. [See FAQs](https://www.hudexchange.info/resource/3763/flood-insurance-faqs/) for more details. [↑](#footnote-ref-44)
43. There are four exceptions: (a) formula grants made to States; (b) State-owned property; (c) small loans ($5,000 or less); and (d) assisted leasing that is not used for repairs, improvements, or acquisition. Each category of exception is explained as follows:

    1. State-administered HUD assistance such as Community Development Block Grants (CDBG), Emergency Shelter Grants (ESG), and HOME Investment Partnership Grants are considered "formula grants made to States." By law, "formula grants made to States" and along with "general and special revenue sharing" are not subject to the flood insurance purchase requirements by Section 3(a)(3) of the Act. For HUD policy, see [24 CFR 58.6(a)(3)](http://edocket.access.gpo.gov/cfr_2004/aprqtr/24cfr58.6.htm).
    2. Flood insurance purchase is not required for any State-owned property that is covered under an adequate State policy of self-insurance satisfactory to FEMA as published in a list of States to which Section 102(c)(1) of the Act applies. Local governments and other organizations are not authorized by this Act to be self-insurers under the National Flood Insurance Program. If the State agency has authority, it may require the property owner to purchase and maintain flood insurance to protect the federal investment benefiting HUD-assisted SFHA property.
    3. Flood insurance is not required for loans having an original outstanding principal balance of $5,000 (or less) and repayment term of 1 year (or less) as authorized by Section 102(c)(2) of the Act.
    4. Flood insurance is not required for HUD-assisted leasing of a building or structure provided that the assistance is not used for repairs, improvements, or acquisition.

    [↑](#footnote-ref-45)
44. “Sources which merit investigation include the files and studies of other federal agencies, such

    as the U. S. Army Corps of Engineers, the Tennessee Valley Authority, the Soil Conservation Service and

    the U. S. Geological Survey. These agencies have prepared flood hazard studies for several thousand

    localities and, through their technical assistance programs, hydrologic studies, soil surveys, and other

    investigations have collected or developed other floodplain information for numerous sites and areas.

    Information on the availability of floodplain data may be obtained by contacting the appropriate agency

    officer listed in Appendix A of this document. States and communities are also sources of information on

    past flood 'experiences within their boundaries and are particularly knowledgeable about areas subject to high risk flood hazards such as alluvial fans, high velocity flows, mudflows and mudslides, ice jams,

    subsidence and liquefaction. [↑](#footnote-ref-46)
45. Notification for the purpose of this provision means FEMA releasing preliminary FIRMs or other map data indicating the existence of a potential Special Flood Hazard Area (SFHA). [↑](#footnote-ref-47)
46. “Sources which merit investigation include the files and studies of other federal agencies, such

    as the U. S. Army Corps of Engineers, the Tennessee Valley Authority, the Soil Conservation Service and

    the U. S. Geological Survey. These agencies have prepared flood hazard studies for several thousand

    localities and, through their technical assistance programs, hydrologic studies, soil surveys, and other

    investigations have collected or developed other floodplain information for numerous sites and areas.

    Information on the availability of floodplain data may be obtained by contacting the appropriate agency

    officer listed in Appendix A of this document. States and communities are also sources of information on

    past flood 'experiences within their boundaries and are particularly knowledgeable about areas subject to

    high risk flood hazards such as alluvial fans, high velocity flows, mudflows and mudslides, ice jams,

    subsidence and liquefaction. [↑](#footnote-ref-48)
47. *Floodway* means that portion of the floodplain which is effective in carrying flow, where the flood hazard is generally the greatest, and where water depths and velocities are the highest. The term “floodway” as used here is consistent with “regulatory floodways” as identified by FEMA. [↑](#footnote-ref-49)
48. *Coastal high hazard area* means the area subject to high velocity waters, including but not limited to hurricane wave wash or tsunamis. The area is designated on a Flood Insurance Rate Map (FIRM) under FEMA regulations as Zone V1–30, VE, or V. [↑](#footnote-ref-50)
49. *100-year floodplain* means the floodplain of concern for this part and is the area subject to a one percent or greater chance of flooding in any given year. The area is designated on a Flood Insurance Rate Map (FIRM) under FEMA regulations as Zone A1–30, AE, A, AH, AO, AR, or A99. [↑](#footnote-ref-51)
50. *500-year floodplain* means the minimum floodplain of concern for Critical Actions and is the area subject to inundation from a flood having a 0.2 percent chance of occurring in any given year. The area is designated on a Flood Insurance Rate Map (FIRM) under FEMA regulations as Zone B or a shaded Zone X. [↑](#footnote-ref-52)
51. *Critical action* means any activity for which even a slight chance of flooding would be too great, because such flooding might result in loss of life, injury to persons, or damage to property. Critical actions include activities that create, maintain or extend the useful life of those structures or facilities that:

    (A) produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials;

    (B) provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events (e.g., data storage centers, generating plants, principal utility lines, emergency operations centers including fire and police stations, and roadways providing sole egress from flood-prone areas); or

    (C) are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. Housing for independent living for the elderly is not considered a critical action. [↑](#footnote-ref-53)
52. *Critical action* means any activity for which even a slight chance of flooding would be too great because such flooding might result in loss of life, injury to persons, or damage to property. Critical actions include activities that create, maintain or extend the useful life of those structures or facilities that:

    (A) produce, use or store highly volatile, flammable, explosive, toxic or water-reactive materials;

    (B) provide essential and irreplaceable records or utility or emergency services that may become lost or inoperative during flood and storm events (e.g., data storage centers, generating plants, principal utility lines, emergency operations centers including fire and police stations, and roadways providing sole egress from flood-prone areas); or

    (C) are likely to contain occupants who may not be sufficiently mobile to avoid loss of life or injury during flood or storm events, e.g., persons who reside in hospitals, nursing homes, convalescent homes, intermediate care facilities, board and care facilities, and retirement service centers. Housing for independent living for the elderly is not considered a critical action. [↑](#footnote-ref-54)
53. *Functionally dependent use* means a land use that must necessarily be conducted in close proximity to water (e.g., a dam, marina, port facility, water-front park, and many types of bridges). [↑](#footnote-ref-55)
54. This 8-Step Process may be combined with that of Executive Order 11990 “Wetlands Protection.” [↑](#footnote-ref-56)
55. 55.2(10)(i) Substantial improvement means either:

    Any repair, reconstruction, modernization or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:

    Before the improvement or repair is started; or

    If the structure has been damaged, and is being restored, before the damaged occurred; or

    Any repair, reconstruction, modernization or improvement of a structure that results in an increase of more than twenty percent in the number of dwelling units in a residential project or in the average peak number of customers and employees likely to be onsite at any one time for a commercial or industrial project.

    (ii) Substantial improvement may not be defined to include either:

    Any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications that is solely necessary to assure safe living conditions, or

    Any alteration of a structure listed on the National Register of Historical Places or on a State Inventory of Historic Places.

    (iii) Structural repairs, reconstruction, or improvements not meeting this definition are considered “minor improvements.” [↑](#footnote-ref-57)
56. Sources which merit investigation include the files and studies of other federal agencies, such as the U. S. Army Corps of Engineers, the Tennessee Valley Authority, the Soil Conservation Service and the U. S. Geological Survey. These agencies have prepared flood hazard studies for several thousand localities and, through their technical assistance programs, hydrologic studies, soil surveys, and other investigations have collected or developed other floodplain information for numerous sites and areas. States and communities are also sources of information on past flood 'experiences within their boundaries and are particularly knowledgeable about areas subject to high-risk flood hazards such as alluvial fans, high velocity flows, mudflows and mudslides, ice jams, subsidence and liquefaction. [↑](#footnote-ref-58)
57. If you are using best available information, select the FVA option below and provide supporting documentation in the screen summary. Contact your [local environmental officer](https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers) with additional compliance questions. [↑](#footnote-ref-59)
58. Substantial improvement means any repair or improvement of a structure which costs at least 50 percent of the market value of the structure before repair or improvement or results in an increase of more than 20 percent of the number of dwelling units. The full definition can be found at [24 CFR 55.2(b)(12)](https://www.ecfr.gov/current/title-24/subtitle-A/part-55). [↑](#footnote-ref-60)
59. Sources which merit investigation include the files and studies of other federal agencies, such as the U. S. Army Corps of Engineers, the Tennessee Valley Authority, the Soil Conservation Service and the U. S. Geological Survey. These agencies have prepared flood hazard studies for several thousand localities and, through their technical assistance programs, hydrologic studies, soil surveys, and other investigations have collected or developed other floodplain information for numerous sites and areas. States and communities are also sources of information on past flood 'experiences within their boundaries and are particularly knowledgeable about areas subject to high-risk flood hazards such as alluvial fans, high velocity flows, mudflows and mudslides, ice jams, subsidence and liquefaction. [↑](#footnote-ref-61)
60. If you are using best available information, select the FVA option below and provide supporting documentation in the screen summary. Contact your [local environmental officer](https://www.hudexchange.info/programs/environmental-review/hud-environmental-staff-contacts/#region-i-regional-and-field-environmental-officers) with additional compliance questions. [↑](#footnote-ref-62)
61. Substantial improvement means any repair or improvement of a structure which costs at least 50 percent of the market value of the structure before repair or improvement or results in an increase of more than 20 percent of the number of dwelling units. The full definition can be found at [24 CFR 55.2(b)(12)](https://www.ecfr.gov/current/title-24/subtitle-A/part-55). [↑](#footnote-ref-63)
62. Text tip: Examples of confidential or sensitive information include the locations of archeological sites, the locations, character, and use of traditional religious and cultural properties of significance to Indian tribes, and the locations of battered women shelters. [↑](#footnote-ref-64)
63. PAs are written agreements developed by HUD or the RE, the State Historic Preservation Officer (SHPO), and the Advisory Council on Historic Preservation (ACHP) that stipulate a streamlined process for treating a group of projects. PAs usually include a list of types of activities or properties that are exempt from review. Guidance on how to develop PAs is available on HUD Exchange and through your FEO and REO. [↑](#footnote-ref-65)
64. [https://egis.hud.gov/tdat/](http://egis.hud.gov/tdat/) [↑](#footnote-ref-66)
65. Text tip: The APE may include an area larger than the project boundary where indirect visual or auditory effects may occur. [↑](#footnote-ref-67)
66. <https://www.hudexchange.info/environmental-review/historic-preservation/> [↑](#footnote-ref-68)
67. A historic district may be treated as a single entry in the chart if forms for the affected properties within it are uploaded along with the district cover sheet and district map. [↑](#footnote-ref-69)
68. For archeological sites, the address could be something other than a street address. [↑](#footnote-ref-70)
69. Text tip: If the APE contains previously unsurveyed buildings or structures over 50 years old, or there is a likely presence of previously unsurveyed archeological sites, a survey may be necessary. [↑](#footnote-ref-71)
70. [↑](#footnote-ref-72)
71. <https://www.achp.gov/news/court-rules-definitions-informs-agencies-determining-effects> [↑](#footnote-ref-73)
72. Text Tip: Mitigation measures may relate to the specific property that is being affected, or other historic properties in a similar location or of a similar type. [↑](#footnote-ref-74)
73. Text Tip: For purposes of this section, the “Head of the Agency” referenced in 36 CFR 800.7 is the head of the Responsible Entity’s unit of government, e.g. a mayor or governor, for Part 58 projects, and the Secretary of HUD for Part 50 projects. [↑](#footnote-ref-75)
74. Text Tip: Conditions or Mitigation measures may relate to the specific property that is being affected, or other historic properties in a similar location or of a similar type. [↑](#footnote-ref-76)
75. Text tip: A sole source aquifer is defined as an aquifer that supplies at least 50 percent of the drinking water consumed in the area overlying the aquifer. This includes streamflow source areas, which are upstream areas of losing streams that flow into the recharge area. [↑](#footnote-ref-77)
76. If the maps are inaccurate, you can document this through site visit documentation in the case of post-mapping development due to permanent fill.  If there was a dispute with Fish and Wildlife Service National Wetlands Inventory (FWS-NWI regarding presence of a wetland, documentation must be in the form of a letter from FWS-NWI) showing the lack of a wetland and an error in mapping. State and local data sources may be used to support your finding. [↑](#footnote-ref-78)
77. This 8 Step process may be combined with that of Executive Order 11988 “Floodplain Management.” [↑](#footnote-ref-79)
78. State and local data sources may be used to support your finding. [↑](#footnote-ref-80)
79. [↑](#footnote-ref-81)
80. Text tip: A Water Resources Project is a federally assisted project that could affect the free-flowing condition of a Wild and Scenic River. Examples include dams, water diversion projects, bridges, roadway construction, boat ramps, and activities that require a Section 404 permit from the Army Corps of Engineers. [↑](#footnote-ref-82)
81. The Managing Agency for a particular river segment generally is the National Park Service, the Bureau of Land Management, U.S. Forest Service or U.S. Fish and Wildlife Service; for some river segments, a state agency, tribe or a local government may also be a Managing Agency.

    For rivers listed in the NRI, the National Park Service is the point of contact. Under Section 5 of the Act, the NPS can provide recommendations that the Responsible Entity must take into account in protecting the listed river segment. [↑](#footnote-ref-83)
82. Text tip: For purposes of this section only, rehabilitation (including conversion) is considered “major” or “substantial” when the estimated cost of the work is 75 percent or greater of the total estimated cost of replacement after rehabilitation. [↑](#footnote-ref-84)
83. Text tip: *Land Use Compatibility Guidelines for Accident Potential Zones* contained in DOD Instruction 4165.57, 32 CFR Part 256. [↑](#footnote-ref-85)
84. Text tip: *Land Use Compatibility Guidelines for Accident Potential Zones* contained in DOD Instruction 4165.57, 32 CFR 256. [↑](#footnote-ref-86)
85. Text tip: Written notice must be provided to prospective buyers to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project. See link to sample notice. [↑](#footnote-ref-87)
86. Text tip: Runway Protection Zone/Clear Zones are defined as areas immediately beyond the ends of runways. The standards are established by FAA regulations. The term in 24 CFR Part 51, Runway Clear Zones, was redefined in FAA’s Airport Design Advisory Circular (AC) 150/5300-13 to refer to Runway Protection Zones for civil airports. See link above for additional information. [↑](#footnote-ref-88)
87. Text tip: Written notice must be provided to prospective buyers to inform them of the potential hazards from airplane accidents as well as the potential for the property to be purchased as part of an airport expansion project. See link to sample notice. [↑](#footnote-ref-89)
88. Hyperlink to regulation <http://edocket.access.gpo.gov/cfr_2010/aprqtr/pdf/24cfr58.5.pdf> [↑](#footnote-ref-90)
89. Hyperlink to regulation <http://edocket.access.gpo.gov/cfr_2010/aprqtr/pdf/24cfr58.5.pdf> [↑](#footnote-ref-91)
90. HUD regulations at 24 CFR § 58.5(i)(2)(ii) require that the environmental review for multifamily housing with five or more dwelling units or non-residential property include the evaluation of previous uses of the site or other evidence of contamination on or near the site.

    For acquisition and new construction of multifamily and nonresidential properties HUD strongly advises the review include an ASTM Phase I Environmental Site Assessment (ESA) to meet real estate transaction standards of due diligence and to help ensure compliance with HUD’s toxic policy at 24 CFR §58.5(i) and 24 CFR §50.3(i). Also note that some HUD programs require an ASTM Phase I ESA. [↑](#footnote-ref-92)
91. Utilize EPA’s Enviromapper and state/tribal databases to identify nearby dumps, junk yards, landfills, hazardous waste sites, and industrial sites, including EPA National Priorities List Sites (Superfund sites), CERCLA or state-equivalent sites, RCRA Corrective Action sites with release(s) or suspected release(s) requiring clean-up action and/or further investigation. Additional supporting documentation may include other inspections and reports. [↑](#footnote-ref-93)
92. Mitigation requirements include all clean-up actions required by applicable federal, state, tribal, or local law. Additionally, upload, as applicable, the long-term operations and maintenance plan, Remedial Action Work Plan, and other equivalent documents. [↑](#footnote-ref-94)
93. Engineering controls are any physical mechanism used to contain or stabilize contamination or ensure the effectiveness of a remedial action. Engineering controls may include, caps, covers, dikes, trenches, leachate collection systems, radon mitigation systems, signs, fences, physical access controls, ground water monitoring systems and ground water containment systems including, slurry walls and ground water pumping systems. [↑](#footnote-ref-95)
94. Institutional controls are mechanisms used to limit human activities at or near a contaminated site, or to ensure the effectiveness of the remedial action over time, when contaminants remain at a site at levels above the applicable remediation standard which would allow for unrestricted use of the property. Institutional controls may include structure, land, and natural resource use restrictions, well restriction areas, classification exception areas, deed notices, and declarations of environmental restrictions. [↑](#footnote-ref-96)
95. This question covers the presence of radioactive substances *excluding* radon. Radon is addressed in the Radon Exempt Question. [↑](#footnote-ref-97)
96. Utilize EPA’s Enviromapper, NEPAssist, or state/tribal databases to identify nearby dumps, junk yards, landfills, hazardous waste sites, and industrial sites, including EPA National Priorities List Sites (Superfund sites), CERCLA or state-equivalent sites, RCRA Corrective Action sites with release(s) or suspected release(s) requiring clean-up action and/or further investigation. Additional supporting documentation may include other inspections and reports. [↑](#footnote-ref-98)
97. Buildings with no enclosed areas having ground contact.

    Buildings containing crawlspaces, utility tunnels, or parking garages would not be exempt, however buildings built on piers would be exempt, provided that there is open air between the lowest floor of the building and the ground.

    Buildings that are not residential and will not be occupied for more than 4 hours per day.

    Buildings with existing radon mitigation systems - document radon levels are below 4 pCi/L with test results dated within two years of submitting the application for HUD assistance and document the system includes an ongoing maintenance plan that includes periodic testing to ensure the system continues to meet the current EPA recommended levels. If the project does not require an application, document test results dated within two years of the date the environmental review is certified. Refer to program office guidance to ensure compliance with program requirements.

    Buildings tested within five years of the submission of application for HUD assistance:

    test results document indoor radon levels are below current the EPA’s recommended action levels of 4.0 pCi/L. For buildings with test data older than five years, any new environmental review must include a consideration of radon using one of the methods in Section A below. [↑](#footnote-ref-99)
98. For example, if you conducted radon testing then provide a testing report (such as an ANSI/AARST report or DIY test) if applicable (note: DIY tests are not eligible for use in multifamily buildings), or documentation of the test results. If you conducted a scientific data review, then describe and cite the maps and data used and include copies of all supporting documentation. Ensure that the best available data is utilized, if conducting a scientific data review. [↑](#footnote-ref-100)
99. Refer to CPD Notice CPD-23-103 (with link to it at <https://www.hud.gov/sites/dfiles/CPD/documents/CPD_Notice_on_Addressing_Radon_in_the_Environmental_Review_Process.pdf>) for additional information on radon mitigation plans. [↑](#footnote-ref-101)
100. Mitigation requirements include all clean-up requirements required by applicable federal, state, tribal, or local law. Additionally, please upload, as applicable, the long-term operations and maintenance plan, Remedial Action Work Plan, and other equivalent documents. [↑](#footnote-ref-102)
101. Engineering controls are any physical mechanism used to contain or stabilize contamination or ensure the effectiveness of a remedial action. Engineering controls may include, caps, covers, dikes, trenches, leachate collection systems, radon mitigation systems, signs, fences, physical access controls, ground water monitoring systems and ground water containment systems including, slurry walls and ground water pumping systems. [↑](#footnote-ref-103)
102. Institutional controls are mechanisms used to limit human activities at or near a contaminated site, or to ensure the effectiveness of the remedial action over time, when contaminants remain at a site at levels above the applicable remediation standard which would allow for unrestricted use of the property. Institutional controls may include structure, land, and natural resource use restrictions, well restriction areas, classification exception areas, deed notices, and declarations of environmental restrictions. [↑](#footnote-ref-104)
103. Text tip: If your project is a single family (1-4 unit) FHA insured property, do not include/identify tanks that are ancillary to the operation of a building (e.g., comfort heating, cooking, water heating) because they are excluded from 24 CFR 51, Subpart C. [↑](#footnote-ref-105)
104. Text tip: For a list of common industrial fuels, consult Appendix I of the Regulation and HUD’s guidebook “Acceptable Separation Distance.” [↑](#footnote-ref-106)
105. Text tip: Stationary aboveground containers that store natural gas and have floating tops are excluded from 24 CFR 51, Subpart C. [↑](#footnote-ref-107)
106. Text tip: The building design can be modified by using heat retardant and high tensile strength materials in the direction where the hazardous facility is located in order to compensate for the unacceptable separation distance. Buildings can also be re-arranged, and their exterior shapes can be modified. A combination of these approaches may be used to provide an acceptable level of mitigation (e.g., a horseshoe-shaped building can be oriented with the convex curve facing the hazard, and the structure can be augmented with heat retardant and tensile strength materials). [↑](#footnote-ref-108)
107. Text tip: A largely undeveloped area means the area within 2 miles of the project site is less than 50 percent developed with urban uses and does not have water and sewer capacity to serve the project. [↑](#footnote-ref-109)
108. Text tip: If the chart above shows laws, authorities, or factors that you do not believe require mitigation, it may be that you put text in the mitigation boxes in those screens in error. Please navigate back to the affected law, authority, or factor to remove any extraneous text. [↑](#footnote-ref-110)
109. CFR 58.2(a)(3): *Extraordinary Circumstances* means a situation in which an environmental assessment (EA) or environmental impact statement (EIS) is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

     1. Actions that are unique or without precedent;
     2. Actions that are substantially similar to those that normally require an EIS;
     3. Actions that are likely to alter existing HUD policy or HUD mandates; or
     4. Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on the environment or in which the environment could have a significant impact on users of the facility.

     [↑](#footnote-ref-111)
110. CFR 58.2(a)(3): *Extraordinary Circumstances* means a situation in which an environmental assessment (EA) or environmental impact statement (EIS) is not normally required, but due to unusual conditions, an EA or EIS is appropriate. Indicators of unusual conditions are:

     1. Actions that are unique or without precedent;
     2. Actions that are substantially similar to those that normally require an EIS;
     3. Actions that are likely to alter existing HUD policy or HUD mandates; or
     4. Actions that, due to unusual physical conditions on the site or in the vicinity, have the potential for a significant impact on the environment or in which the environment could have a significant impact on users of the facility.

     [↑](#footnote-ref-112)
111. Text tip: RE and HUD public comment periods may be combined when under Part 58.33, funds are needed on an emergency basis, and adherence to separate public comment periods would prevent the giving of assistance during a Presidentially declared disaster or during a local emergency that has been declared by the chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety. [↑](#footnote-ref-113)
112. 58.46: Time delays for exceptional circumstances. The responsible entity must make the FONSI available for public comments for 30 days before the recipient files the RROF when: (a) There is a considerable interest or controversy concerning the project; (b) The proposed project is similar to other projects that normally require the preparation of an EIS; or (c) The project is unique and without precedent. [↑](#footnote-ref-114)
113. Text tip:

     Enter the designated CFDA number from the Catalog of Federal Domestic Assistance that corresponds to the HUD program. Examples include:

     CFDA No. 14.218, Community Development Block Grant (CDBG)

     CFDA No. 14.219, Community Development Block Grant (CDBG) State/Small Cities

     CFDA No. 14.235, Supportive Housing Program (SHP)

     CFDA No. 14.239, HOME

     CFDA No. 14.247, Self-Help Homeownership Opportunity Program (SHOP)

     CFDA No. 14.251, Economic Development Initiative (EDI)-Special Projects

     Federal Assistance Listings are available online at https://sam.gov/content/assistance-listings [↑](#footnote-ref-115)
114. ERRs are referred to as “outputs” in HEROS; and are Word documents (not pdf). [↑](#footnote-ref-116)