



# HEROS



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# HEROS USER GUIDE UPDATES

Date: June 2019

Since last HEROS User Guide update in August 2016, HUD has issued HEROS 11.13, 11.14, 11.15, 11.16, and 11.17 HEROS releases with the 11.18 release anticipated to launch in August 2019. These releases have introduced new system features and modifications to HEROS. This version of the HEROS User Guide includes editorial changes made throughout the document for clarity. This version also includes edits on the following topics:

## **Implementation of the Partner User Roles**

Through the HEROS 11.14 release, HUD implemented the Partner User role to allow partners including consultants, contractors, public housing authorities, nonprofits, applicants, lenders, third-party providers, and others to access HEROS and assist HUD and Responsible Entities with the preparation of environmental reviews. This version of the HEROS User Guide provides additional guidance on the role of the Partner Users.

## **Addition of the Assign Review Features**

Through the HEROS 11.14 release, HUD added the Assign Review feature to HEROS. Each environmental review is only assigned to one user, and only that assigned user can edit the review. This version of the HEROS User Guide provides guidance for assigning or reassigning reviews to other HEROS users, including HUD staff.

## **Modification of the New Request for Release of Funds and Authority to Use Grant Funds Screens**

In the HEROS 11.14 release, HUD modified the way Responsible Entities submit the 7015.15 Request for Release of Funds in HEROS. Previously, after completing the 7015.15 RROF screen in HEROS or uploading the paper-based 7015.15 RROF form, RE users would enter the email address of the HUD representative to whom they intended to submit the 7015.15 RROF. The email feature has since been replaced with the Assign Review feature. Changes have also been made to how HUD users submit the 7015.16 Authority to Use Grant Funds to REs. This version of the HEROS User Guide provides guidance on both modifications.

All HEROS updates and announcements are provided on the HUD Exchange HEROS webpage: <https://www.hudexchange.info/programs/environmental-review/heros/>

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# DEFINITIONS AND ABBREVIATIONS

## Definitions<sup>1</sup>

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For the purposes of this part, the following definitions supplement the uniform terminology provided in 40 CFR part 1508:

*Activity* means an action that a grantee or recipient puts forth as part of an assisted project, regardless of whether its cost is to be borne by the HUD assistance or is an eligible expense under the HUD assistance program.

*Certifying Officer* means the official who is authorized to execute the Request for Release of Funds and Certification and has the legal capacity to carry out the responsibilities of § 58.13.

*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:

- (i) Actions that are unique or without precedent;
- (ii) Actions that are substantially similar to those that normally require an EIS;
- (iii) Actions that are likely to alter existing HUD policy or HUD mandates; or
- (iv) 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.

*Project* means an activity, or a group of integrally related activities, designed by the recipient to accomplish, in whole or in part, a specific objective.

*Recipient* means any of the following entities when they are eligible recipients or grantees under a program listed in § 58.1(b):

- (i) A State that does not distribute HUD assistance under the program to a unit of general local government;
- (ii) Puerto Rico, Guam, the Northern Mariana Islands, the Virgin Islands, American Samoa, and Palau;
- (iii) A unit of general local government;

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<sup>1</sup> Definitions, terms, and abbreviations listed in [24 CFR Part 58.2](#)

(iv) An Indian tribe;

(v) With respect to Public Housing Programs under § 58.1(b)(6)(i), fiscal year 1999 and prior HOPE VI grants under § 58.1(b)(6)(ii), or Section 8 assistance under § 58.1(b)(6)(iii), a public housing agency;

(vi) Any direct grantee of HUD for a special project under § 58.1(b)(7);

(vii) With respect to the FHA Multifamily Housing Finance Agency Program under 58.1(b)(8), a qualified housing finance agency;

(viii) With respect to the Self-Help Homeownership Opportunity Program under § 58.1(b)(9), any direct grantee of HUD.

(ix) (A) With respect to NAHASDA assistance under § 58.1(b)(10), the Indian tribe or the Department of Hawaiian Home Lands; and

(B) With respect to the Section 184 Indian Housing Loan Guarantee program under § 58.1(b)(11), the Indian tribe.

(x) With respect to the Shelter Plus Care and Supportive Housing Programs under § 58.1(b)(3)(ii), nonprofit organizations, and other entities.

*Responsible Entity* means:

(i) With respect to environmental responsibilities under programs listed in § 58.1(b)(1), (2), (3)(i), (4), and (5), a recipient under the program.

(ii) With respect to environmental responsibilities under the programs listed in § 58.1(b)(3)(ii) and (6) through (12), a state, unit of general local government, Indian tribe or Alaska Native Village, or the Department of Hawaiian Home Lands, when it is the recipient under the program. Under the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4101 *et seq.*) listed in § 58.1(b)(10)(i), the Indian tribe is the Responsible Entity whether or not a Tribally Designated Housing Entity is authorized to receive grant amounts on behalf of the tribe. The Indian tribe is also the Responsible Entity under the Section 184 Indian Housing Loan Guarantee program listed in § 58.1(b)(11). Regional Corporations in Alaska are considered Indian tribes in this part. Non-recipient responsible entities are designated as follows:

(A) For qualified housing finance agencies, the State or a unit of general local government, Indian tribe or Alaska native village whose jurisdiction contains the project site;

(B) For public housing agencies, the unit of general local government within which the project is located that exercises land use responsibility, or if HUD determines this infeasible, the county, or if HUD determines this infeasible, the State;

(C) For non-profit organizations and other entities, the unit of general local government, Indian tribe or Alaska native village within which the project is located that exercises land use responsibility, or if HUD determines this infeasible, the county, or if HUD determines this infeasible, the State;

*Unit Density* refers to a change in the number of dwelling units. Where a threshold is identified as a percentage change in density that triggers review requirements, no distinction is made between an increase or a decrease in density.

*Tiering* means the evaluation of an action or an activity at various points in the development process as a proposal or event becomes ripe for an Environment Assessment or Review.

*Vacant Building* means a habitable structure that has been vacant for more than one year.

## Abbreviations for HEROS

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AAQ—Ask a Question;  
AUGF—Authority to Use Grant Funds;  
CEST—Categorical Exclusion Subject to §58.5;  
CENST—Categorical Exclusion Not Subject to §58.5;  
CPD—Community Planning and Development;  
EA—Environmental Assessment;  
EIS—Environmental Impact Statement;  
ERR—Environmental Review Record;  
FOSI—Finding of Significant Impact;  
FONSI—Finding of No Significant Impact;  
HUD—Department of Housing and Urban Development;  
LORDA—Level of Review Determination Assistant;  
NEPA—National Environmental Policy Act of 1969, as amended;  
NOI-RROF—Notice of Intent to Request Release of Funds;  
OEE—Office of Environment and Energy;  
PIH—Public and Indian Housing;  
ROD—Record of Decision; and  
RROF—Request for Release of Funds and Certification.

# INTRODUCTION

To help Responsible Entities facilitate the environmental review process, the Department of Housing and Urban Development's (HUD's) Office of Environment and Energy (OEE) has developed the HUD Environmental Review Online System (HEROS). HEROS is a web-based system for Responsible Entities to prepare and manage their Environmental Review Records (ERR). HEROS applies to all environmental reviews for HUD-assisted projects.

HEROS streamlines the environmental review process for Users by replacing the existing paper-based process with a comprehensive web-based system. Users can create electronic Environmental Review Records and manage their reviews from a single, electronic portal. HEROS facilitates easier organization, sharing, and communications between a Responsible Entity and its partners.

Policy guidance and instructions on how to properly complete an environmental review are integrated throughout HEROS. HEROS instructs the User through each step of the process, including:

- Defining a project,
- Determining the level of review,
- Performing the analysis,
- Finalizing the review, and
- Updating completed reviews.

In accordance with promoting accountability and transparency for HUD-assisted projects, the Environmental Review Records created through HEROS are available for public review during the public comment period and are "archived" for one (1) year (five (5) years for broad-level tiered reviews) after completion of the review on HUD's HUD Exchange website at: <https://www.hudexchange.info/programs/environmental-review/environmental-review-records/>. Each review is saved in HEROS permanently and can be updated at any time.

HEROS can be used to develop both Part 50 and Part 58 environmental reviews, and it covers the following environmental laws and authorities.

1. National Environmental Policy Act of 1969
2. Airport Hazards–Runway Protection Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D
3. Coastal Barrier Resources–Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990
4. Flood Insurance–Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994
5. Air Quality–Clean Air Act, as amended
6. Coastal Zone Management–Coastal Zone Management Act
7. Contamination and Toxic Substances–24 CFR 50.3(i) & 58.5(i)(2)

8. Endangered Species–Endangered Species Act of 1973
9. Explosive and Flammable Facilities–24 CFR Part 51 Subpart C
10. Farmlands Protection–Farmland Protection Policy Act of 1981
11. Floodplain Management–Executive Order 11988 and 24 CFR Part 55
12. Historic Preservation–National Historic Preservation Act of 1966
13. Noise Abatement and Control–Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978
14. Sole Source Aquifers–Safe Drinking Water Act of 1974, as amended
15. Wetlands Protection–Executive Order 11990 and 24 CFR Part 55
16. Wild and Scenic Rivers–Wild and Scenic Rivers Act of 1968
17. Environmental Justice–Executive Order 12898

### **HEROS “How To” Video: Overview**

This online video provides an introduction and overview to HEROS, including an overview of the benefits and functionalities of the system.

The Overview video is available on HUD Exchange at:

<https://www.hudexchange.info/training-events/courses/heros-e-tutorial-overview/>

## Scope and Structure of the Guide

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The User Guide provides step-by-step instructions for accessing and using HEROS. Users will be able to reference instructions for each screen they encounter as they move through the environmental review process for each level of environmental review.

The Guide is divided as follows:

- Section 1: Introduction.
- Section 2: Overview of HEROS including guidance on accessing the system, navigating the menu screens, and screen functionality.
- Section 3: Guidance on setting up, managing, and completing a standard Part 58 review.
- Section 4: Guidance on setting up, managing, and completing a tiered Part 58 review.
- Section 5: Guidance on querying and producing reports from HEROS.
- Appendices:
  1. Responsible Entity Administrator Controls
  2. Part 58 User Roles and Responsibilities
  3. List of Associated HUD Programs
  4. Partner User Roles
- Reference Guides
  1. Assigning Reviews
  2. Setting-up Broad-Level Tiered Reviews
  3. Completing Broad-Level Tiered Reviews
  4. Completing the RROF/AUGF process for Part 58 Reviews
  5. Troubleshooting and Best Practices for Using HEROS

This User Guide provides instruction on navigating and using HEROS. For questions that are not covered by the existing resource materials, please submit a question to the [HUD Exchange Ask a Question \(AAQ\) portal](#).

For guidance on environmental policies and requirements, please reference the [HUD Exchange Environmental Review page](#) or contact your [local HUD Field Environmental Officer](#).

# HEROS OVERVIEW

## Accessing HEROS

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### Obtaining Access to HEROS

All HUD recipient, Responsible Entity, state agency, and partner staff who prepare, review, or sign environmental reviews can get access to perform their responsibilities in HEROS. HEROS, launched in Spring 2014, is accessible through <https://heros.hud.gov/heros/>. To access HEROS, all Users must have an active HUD User account (a B or C ID Account and Password) that is currently in Active status and authorized to access HEROS.

### Responsible Entity Users

To apply for a User account, RE Users need to complete the HEROS Online Access Request Form: [insert link to Google form here]. Users will be asked to provide the following information:

- Name
- Email Address
- User Role type (Responsible Entity)
- Responsible Entity name
- Responsible Entity DUNS number (required for Responsible Entity Users only)
- Address
- Phone Number
- 5-digit PIN to retrieve forgotten passwords
- B or C ID if the User has an existing HUD User account
- Privileges requested
  - Environmental review preparer (can view, create, and edit environmental reviews)
  - Environmental review approver (signs the Environmental Review Record) (HUD recommends but does not require that this be the Certifying Officer)
  - Certifying Officer (or designee)<sup>2</sup> (signs the Request for Release of Funds and Certification and takes legal responsibility)

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<sup>2</sup> The Certifying Officer is the chief elected official (CEO) of the government (local, tribal, or state). The chief elected official or legislative body of the RE may authorize the Certifying Officer's legal responsibility to reside with another official of the RE if the other official is acceptable. For purposes of being authorized to carry out this responsibility, HUD requires that the substituted official provide evidence, in the form of a formal delegation by the chief elected official or resolution by the legislative body of the RE, that the substituted official has the authority to consent on behalf of the chief elected official to federal court jurisdiction and to bind the RE to satisfy any judgment entered in federal court relating to the RE's performance of environmental responsibilities under this part.

- HEROS Local Administrator (administers HEROS privileges for Users within the same organization and may already be a DRGR or IDIS administrator)

**Note:** Certifying Officers designation letters are not uploaded in HEROS. They must be kept on file with the Responsible Entity and the HUD Local Field Office.

HUD will validate the requestor's information and confirm that the requested User Role and privileges are correct and will set up the User account. When approved with a User ID and Password, a System Security Administrator (SSA) in OEE will set up the new User's profile in HEROS. Users will be informed via email when their HEROS account is activated and ready for use.

The HEROS Local Administrator has the authority to change User privileges in HEROS. More information about the HEROS Local Administrator privilege can be found in Appendix 1.

### *HUD Employees*

HUD employees who need access to HEROS must follow the DIAMS process.

### *Partner Users*

Beginning in Summer 2018, HEROS access had been rolled out to HUD partner users on a regional basis. During the roll-out process, HUD will notify the Responsible Entities when HEROS access is open to Partner users in their Region. REs will then notify their Partners about signing up for access. Partners can only sign-up when the RE has registered users in HEROS, meaning that access cannot be granted to Partners if there is no one from the RE Organization with access to HEROS. If this is the case, RE users may sign-up for access at the same time as Partners.

Partners must complete the [HEROS Online Access Request Form](#). This online form will request the following information:

- Name, address, and contact information
- Previously issued B or C User ID
- Organization Type
- Anticipated HUD program the first environmental review will be completed for. The online form will only allow one program to be selected. Select the most applicable program for the type of environmental reviews anticipated to be undertaken.
- Indicate who is legally responsible for and finalizes HUD environmental reviews for the organization
  - A Responsible Entity
  - HUD
  - Both
- Enter either the HUD or Responsible Entity contact information.
- Click the <Submit> button when finished completing the form.

If there is any missing information in the request, HUD will follow-up with the RE directly. Partner users will be notified via email when their account is set-up.

**Note:** Please anticipate two to three weeks for new requests for HEROS Access to be processed.

### Logging into HEROS

Once a User has an authorized HEROS User profile, the User can login to HEROS. HEROS can be accessed via the following web address: <https://heros.hud.gov/heros/>.

**Tip:** Internet Explorer (IE) is the recommended browser of choice when using HEROS. To avoid system errors, Users should log into HEROS through IE.

Ensure that IE  is being used and not Microsoft Edge .

Enter the HUD User account ID and password in the login screen to access HEROS.

**Note:** Users will be locked out of HEROS after three (3) consecutive failed login attempts. Users should ensure they have the correct password to avoid being locked out. If a User is locked out, call the HITS National Help Desk at (888) 297-8689, choose option 3, and request a password reset. Users must provide their 5-digit PIN to authenticate their identity for the password reset.

### HEROS “How To” Videos: Accessing HEROS

This online video provides instructions on how to obtain access to HEROS, user roles, and user privileges.

The Accessing HEROS video is available on HUD Exchange at:

<https://www.hudexchange.info/training-events/courses/heros-e-tutorial-accessing-heros/>

## HEROS Navigation

HEROS is composed of a series of screens that guide Users through completing an environmental review. Specific components of each screen are described in more detail in the [Navigating a Part 58 Review](#) section of the guide. However, there are basic navigational symbols and processes that are used throughout HEROS.

### Required Fields

On some HEROS screens, certain questions and fields must be completed. These fields are either required by the system or by regulation. Required fields are indicated by a red asterisk next to the field. In some cases, HEROS will not permit the User to continue to the next screen until all required fields have been completed. In others, the User may continue without completing all fields and return later to provide all required information before completing the review.



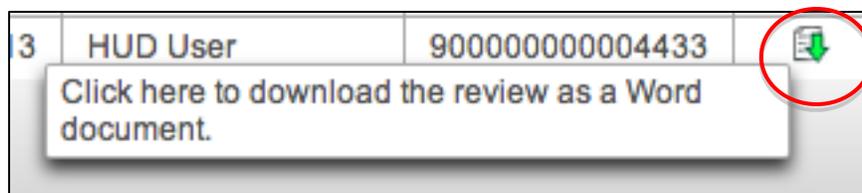
If a required field is not completed, an error message will appear at the top of the page when the User attempts to save the page.



**Note:** Simply responding to a required field does not automatically mean that the project meets the environmental compliance requirement. HEROS is not a substitute for learning and understanding HUD's environmental review process and all environmental laws and authorities addressed in this system. Users are encouraged to attend regular environmental trainings led by HUD OEE staff and ensure that they are familiar with all relevant environmental laws and authorities. HEROS Users should be sure to satisfy all regulatory components, including local, state, and regional requirements.

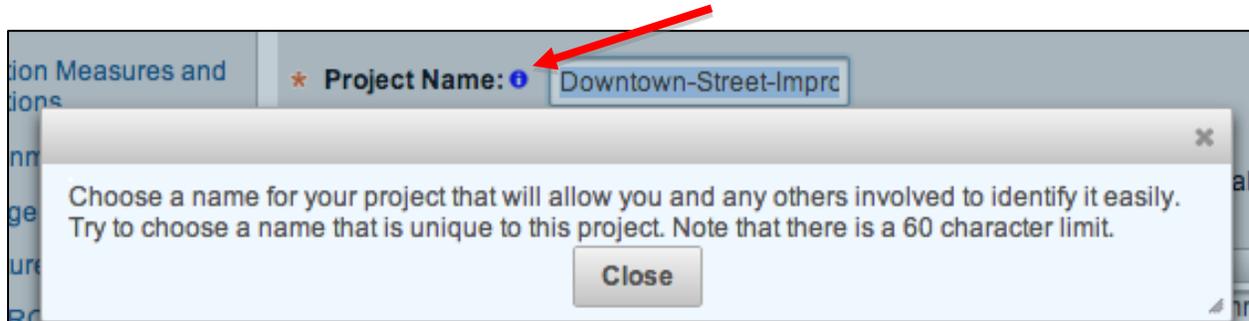
### Icon Guidance

When the User hovers over an icon with the mouse cursor, the system will display a message describing the function or purpose of the icon.



## Information Buttons

Throughout the system, certain fields will have a blue <Information> button next to them. Clicking on the button will display regulatory guidance, suggested practices, or strategies for using HEROS.



## Text Boxes

Text boxes are included in the HEROS screens for Users to input information and to respond to questions. Depending on the type of information required, text boxes may be 60 characters (title boxes), 1,000 characters (short-form paragraphs), or 4,000 characters (long narrative text boxes).

Character counts include symbols, spaces, and other hidden characters.

If the entered text exceeds the character limit, an error message will appear at the top of the page when the User attempts to save the page. If more space is needed, Users can put the response into a Word document and upload it as an attachment.

## Uploads

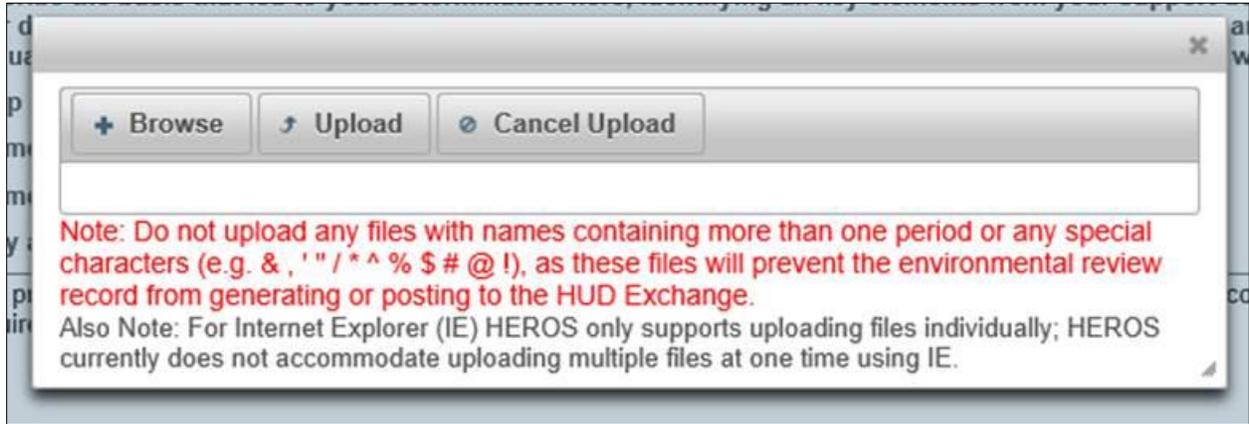
Throughout the environmental review, Users are asked to provide supporting documentation including maps, photos, and related documents. All uploaded files will be included in the Environmental Review Records (ERR).

HEROS can support the following types of file uploads:

File Type	Acceptable File Extensions
Document	.doc, .docx, .rtf, .pdf, and .txt
Spreadsheet	.xls and .xlsx
Presentation	.pdf and .pdfx
Picture	.jpg (or .jpeg), .gif, .png, .bmp, .dib, and .tif (or .tiff)

Uploaded files can be no larger than 50 megabytes per document. There is no system limitation on the number of files that can be uploaded.

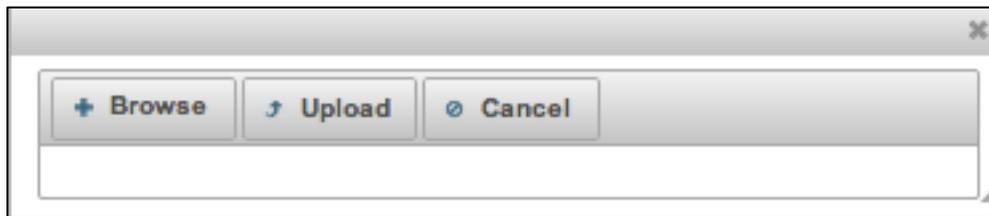
HEROS does not accept documents containing more than one period or any special characters (e.g. & , ' " / \* ^ % \$ # @ !) in the file name, as these characters will prevent the environmental review record from generating or posting to the HUD Exchange. Users will receive a warning message when uploading documents that contain these types of characters.



### Uploading Documentation



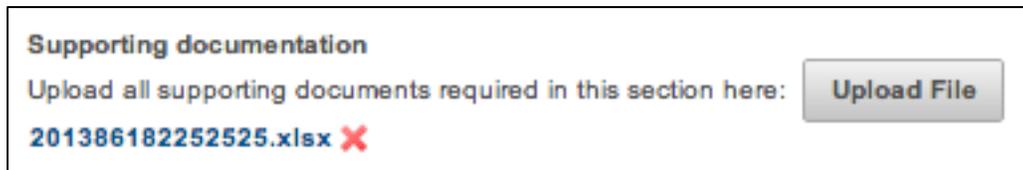
After clicking <Upload File>, Users can browse their computer, select files to attach, and upload those files to the ERR.



Use the <Browse> button to identify a file for upload. Once selected, the User must click <Upload> (either the button at the top of the pop-out window or the upload symbol next to the file). If a file is incorrectly selected for upload, click the cancel symbol to the right of the file to remove it from the list. The upload window can then be closed by clicking on the X at the top right corner.



Once a file is uploaded, it will be displayed below the <Upload File> option. After a file is uploaded, it can be removed by clicking the red “X” to the right of the file name.



### Saving and Screen Navigation

Users can save information entered in the system and navigate between screens using the various save options listed at the bottom of each screen. Depending on the screen, Users have the following save and navigation options:

- Save and Continue–Saves the information entered on the screen and advances the review to the subsequent screen.
- Save and Exit–Saves the information entered on the screen and returns to the My Environmental Reviews Dashboard.
- Save and Go Back–Saves the information entered on the screen and returns to the previous screen.
- Save–Saves the information entered on the screen and remains on the current screen.
- Cancel Review–Cancels the environmental review.
- Go Back–Returns to the previous screen without saving any information entered on the current screen.

### Canceling a Review

Reviews can be canceled from the dashboard or within certain screens. <Cancel review> will cancel the entire environmental review. A pop-up window will appear asking the User to confirm the intent to cancel the review.

Users will be asked if the environmental review is being canceled for environmental reasons and to provide a brief description for why the project is being canceled or withdrawn. The environmental review will remain in the dashboard even when canceled. The review can be reopened by choosing the <Reopen file> icon next to the review on the dashboard.

### User Inactivity and Logging Out

Due to HUD’s systems security protocols, if the system is inactive for 20 minutes, the User will be logged out. At 17 minutes, there will be a 3-minute warning. Users should save their work regularly to avoid losing data if they are logged out.

**Tip:** User activity in HEROS is when there is an interaction with the system. It is not simply typing into a text box on a screen. It is recommended Users press Save or Save and Continue regularly to avoid losing work. This is particularly important when completing longer screens, such as the Environmental Assessment Factor screen.

Users can log out of HEROS by clicking on the <Logout> button at the top of the screen. They will then be taken to a page confirming that they are no longer logged in and returned to the login screen.

#### **HEROS “How To” Videos: Navigation**

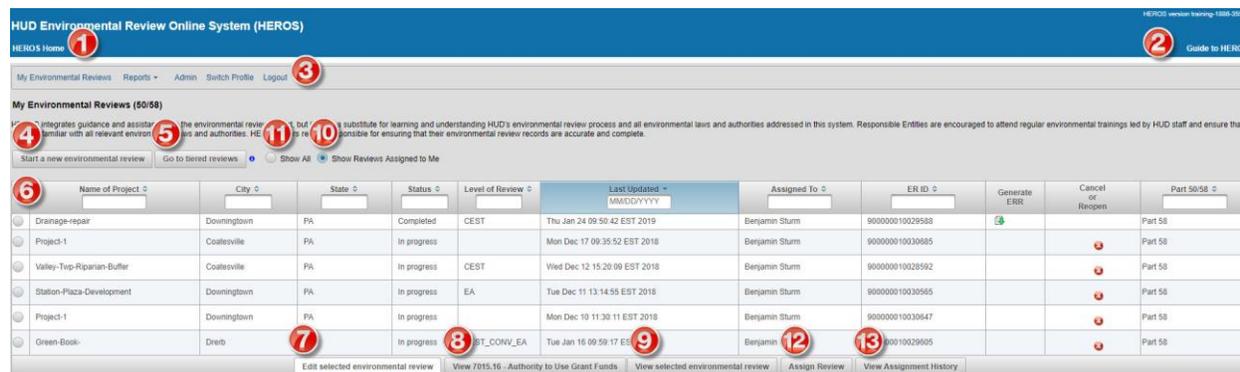
This online video demonstrates the HEROS setup and basic navigational symbols and conventions that are used throughout the system.

The Navigation video is available on HUD Exchange at:

<https://www.hudexchange.info/training-events/courses/heros-e-tutorial-navigation/>

# My Environmental Reviews Dashboard

After successfully logging into HEROS, the User will be automatically directed to the HEROS My Environmental Reviews Dashboard. From this page, a User can access the main menu bar (explained in more detail below), view or edit existing environmental reviews, and start a new environmental review.



The My Environmental Reviews Dashboard, allows Users to navigate throughout HEROS. The different components of the screen are explained below.

1. A blue banner is located at the top of every screen in HEROS. The “HEROS Home” text on the far left of this banner is a hyperlink to [the HUD Exchange Environmental Review HEROS website \(https://www.hudexchange.info/environmental-review/heros/\)](https://www.hudexchange.info/environmental-review/heros/).
2. The “Guide to HEROS” text on the far right is a hyperlink to this [User Guide \(https://www.hudexchange.info/resource/3150/heros-user-guide/\)](https://www.hudexchange.info/resource/3150/heros-user-guide/).
3. The [main menu bar](#) is also located on every HEROS screen. It allows Users to access the different administrative and systems tools in HEROS.
4. To start a new environmental review, click the <Start a new environmental review> button.
5. To edit or view existing tiered reviews or start a new tiered review, click <Go to tiered reviews>.
6. The [environmental review table](#) lists all existing environmental reviews associated with a Responsible Entity or organization. The navigation of this section is explained in more detail below.
7. To edit an existing environmental review, click the radio button on the left of the desired project and click the <Edit selected environmental review> button.
8. To go directly to a review’s certified HUD form 7015.16, click the <View 7015.16 – Authority to Use Grant Funds> button.
9. To view a single existing environmental review, click the radio button next to the appropriate project and click the <View selected environmental review> button.

10. By default, the “Show Reviews Assigned to Me” is automatically selected. This selection shows only the reviews that are currently assigned to the User.
11. Select “Show All” to view all the reviews created for the RE Organization. This will include reviews that are both assigned to the User, as well as other Users within the organization. (This feature only applies to HUD and RE Users. Partner Users will only have the option of viewing the reviews that are assigned to themselves.)
12. To assign the review to another User, click the <Assign Review> button.
13. To see all the Users both previously and currently assigned to the review, click the <View Assignment History> button.

**Note:** Clicking a column header sorts the environmental reviews alphabetically by that column. Clicking the header again sorts the entries in reverse alphabetical order by that column.

## Environmental Review Table

The environmental review table on the My Environmental Reviews Dashboard (#6 pictured in the previous screenshot) lists the basic information for each environmental review entered into HEROS for the Responsible Entity or organization.

The listed environmental reviews can be sorted by clicking on the desired column header or filtered by entering key words in the column header's text box.

Name of Project <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Status <input type="text"/>
EA-Project-Test	West Chester	PA	In progress
CEST-Project-Test	West Chester	PA	In progress

**Note:** Clicking a column header sorts the environmental reviews alphabetically by that column. Clicking the header again sorts the entries in reverse alphabetical order by that column.

Name of Project <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Status <input type="text"/>
Project-3			In progress
Project-2	Washington	DC	In progress

**Note:** Entries can be filtered by entering key words into the column header's text box. The table will only display environmental reviews that match the filter entry.

Name of Project <input type="text"/>	City <input type="text"/>	State <input type="text"/>	Status <input type="text"/>
Project-2	Washington	DC	In progress

**Note:** Multiple search filters can be entered concurrently. The table will only display environmental reviews that match all filter entries.

Name of Project ⇅	City ⇅	State ⇅	Status ⇅	Level of Review ⇅	Last Updated ▾ MM/DD/YYYY	Assigned To ⇅ Benj
Drainage-repair	Downingtown	PA	Completed	CEST	Thu Jan 24 09:50:42 EST 2019	Benjamin Sturm
Project-1	Coatesville	PA	In progress		Mon Dec 17 09:35:52 EST 2018	Benjamin Sturm
Valley-Twp-Riparian-Buffer	Coatesville	PA	In progress	CEST	Wed Dec 12 15:20:09 EST 2018	Benjamin Sturm
Station-Plaza-Development	Downingtown	PA	In progress	EA	Tue Dec 11 13:14:55 EST 2018	Benjamin Sturm
Project-1	Downingtown	PA	In progress		Mon Dec 10 11:30:11 EST 2018	Benjamin Sturm
Green-Book-	Drerb	MP	In progress	CEST_CONV_EA	Tue Jan 16 09:59:17 EST 2018	Benjamin Sturm

**Note:** Reviews can also be filtered based on who the review is assigned to. Type in the name of the User in the “Assigned To:” column, and the search results will only display the reviews assigned to the desired User.

The columns in the environmental review table are:

Column Header	Description
Name of Project	The project name is entered by the User when the review is created. It can be edited after the project is created.
City	The city where the environmental review site is located.
State	The state where the environmental review site is located.
Status	<p>The current status of the environmental review is pre-populated. The status can be:</p> <ul style="list-style-type: none"> <li>• In progress</li> <li>• Completed</li> <li>• Completed, conditioned on mitigation</li> <li>• Canceled</li> <li>• Finding of Significant Impact (FOSI)</li> </ul>
Level of Review	<p>The level of review as indicated when starting the review. Levels include:</p> <ul style="list-style-type: none"> <li>• EXEMPT: Exempt</li> <li>• CENST: Categorically Excluded Not Subject to 58.5</li> <li>• CEST_CONV_EXEMPT: Categorically Excluded Subject to 58.5 Converted to Exempt</li> <li>• CEST: Categorically Excluded Subject to 58.5</li> <li>• EA: Environmental Assessment</li> <li>• EIS: Environmental Impact Statement</li> </ul>
Last Updated	The last day, date, and time the environmental review was updated.
Assigned To	The User who is currently assigned to the review.
ER ID	A unique system identifier generated when the environmental review is created.
Generate ERR	Once the review has been completed, the User can download the ERR as a Word document by clicking the  icon.
Cancel or Reopen	Once an environmental review is created, the User can cancel it by clicking the  icon. Clicking the link will prompt the User to explain why the review is being canceled. A canceled review will remain on the dashboard and can be reopened by clicking the  icon.
Part 50/58	Indicates if the review is a Part 58 or Part 50 review.

## Main Menu Bar

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The main menu bar is at the top of each page in the system. Use these links to navigate to the different features of HEROS.



### My Environmental Reviews

Clicking <My Environmental Reviews> returns the User to the My Environmental Reviews Dashboard, where Users can start a new environmental review or edit an existing review.

### Reports

The Reports tab provides an option to generate a Responsible Entity Report or the User List by Privileges.



The Responsible Entity Report link generates a report summarizing the Responsible Entity's environmental review data. The User List by Privileges Report shows the Users (including Partners) associated with a Responsible Entity and their privileges. The functionality of the Reports feature is explained in more detail in the [Reports](#) section of this Guide.

### Admin

The Admin tab allows Users to edit their contact information and view their User privileges. Clicking <Admin> leads to the Users Search screen, where Users can be found by their User ID, first name, or last name. Users who are not administrators will not be able to search for other Users. After running the search and selecting the User, the User Profile screen appears. From this screen Users can edit their contact information.

**Users Search**

User Login

First Name

Last Name

**Note:** HEROS Local Administrators will only be able to edit user contact information and reassign reviews that are not currently assigned to themselves. The Administrator functionality is described in more detail in Appendix 1.

**User Profile**

User Status  

Existing User Roles:  
 Headquarters  
 Responsible Entity  
 Non-Responsible Entity Recipient

User Login

First Name

Last Name

Middle initial

Title

Supervisor Login

Address1

Address2

Address3

City  State  Zip  Zip ext

eMail

Phone Number  Phone Number Ext  Fax

View, add or edit role

The User Status can be Active, Inactive, or Deleted. Inactive puts a temporary hold on the User's account and Delete removes the User's profile.

After selecting a User Role (Responsible Entity or Partner) and clicking <Save and Next> or <Next>, the Responsible Entity Associated with User or Partner Organization page will appear. Users can select their associated Responsible Entity and view their HEROS privileges on the User Profile Privileges screen.

# NAVIGATING A PART 58 REVIEW

This section provides guidance on how to set up and edit a Part 58 environmental review in HEROS for all levels of review.

This includes:

- [Navigating a Part 58 Review](#)
- [Setting Up a Part 58 Review](#)
- [Determining the Level of Review](#)

For guidance on the different User Roles and functions when completing a review, reference Appendix 2.

## Navigating a Part 58 Review

### Starting a New Review

To start a new Part 58 environmental review, click <Start a new environmental review> on the My Environmental Reviews Dashboard.

**My Environmental Reviews (50/58)**

HEROS integrates guidance and assistance into the environmental review format, but it is not a substitute for learning and understanding. Responsible Entities are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with the review process and that their review records are accurate and complete.

ⓘ  Show All  Show Reviews Assigned to Me

### Editing or Viewing an Existing Review

To edit or view an existing environmental review, click the radio button next to the name of the desired project and select <Edit selected environmental review> or <View selected environmental review>. These buttons are located at the bottom of the Dashboard and, depending on the number of reviews, it might be necessary to scroll to the bottom of the page to view them.

**My Environmental Reviews (50/58)**

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.

Start a new environmental review    Go to tiered reviews     Show All     Show Reviews Assigned to Me

Name of Project	City	State	Status	Level of Review	Last Updated MM/DD/YYYY	Assigned To	ER ID	Generate ERR	Cancel or Reopen	Part 50/58
Drainage-repair	Downingtown	PA	Completed	CEST	Thu Jan 24 09:50:42 EST 2019	Benjamin Sturm	900000010029588			Part 58
Project-1	Coatesville	PA	In progress		Mon Dec 17 09:35:52 EST 2018	Benjamin Sturm	900000010030685			Part 58
Valley-Twp-Riparian-Buffer	Coatesville	PA	In progress	CEST	Wed Dec 12 15:20:09 EST 2018	Benjamin Sturm	900000010028592			Part 58
Station-Plaza-Development	Downingtown	PA	In progress	EA	Tue Dec 11 13:14:55 EST 2018	Benjamin Sturm	900000010030565			Part 58
Project-1	Downingtown	PA	In progress		Mon Dec 10 11:30:11 EST 2018	Benjamin Sturm	900000010030647			Part 58
Green-Book-	Dreer	MP	In progress	CEST_CONV_EA	Tue Jan 16 09:59:17 EST 2018	Benjamin Sturm	900000010029605			Part 58

  
 View 7015.16 - Authority to Use Grant Funds   
    
 Assign Review   
 View Assignment History

- Initial Screen
- Project Summary
- Level of Review Determination
- Related Laws and Authorities
- Mitigation Measures and Conditions
- Package
- Mitigation Follow-Up

### Navigating within a Review

Once the initial screen ([Screen 1105-Initial Screen](#)) has been completed for an environmental review, HEROS will display a menu on the left-hand side of the screen.

From this side menu, the User can move between the different sections of the environmental review.

## Setting Up a Part 58 Review

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This section includes a description of the initial screens for setting up an environmental review. Regardless of the level of review, these screens are the same.

This includes:

- [Screen 1101–Review Type](#)
- [Screen 1105–Initial Screen](#)
- [Screen 1120–Sensitive Information](#)
- [Screen 1122–Sensitive Information Guidance](#)
- [Screen 1125–Project Summary](#)

### HEROS “How To” Videos: Setting Up a Review

This online video demonstrates how to set up an environmental review in HEROS.

The Setting Up a Review video is available on the HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-setting-up-a-review/>

## Screen 1101–Review Type

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When starting a new review in HEROS by clicking the “Start a new environmental review” button on the My Environmental Reviews Dashboard, the User will be prompted to indicate if the review is a Part 50 or Part 58 review. Select the appropriate Part and click <Save and Continue>.

Note: This Guide focuses exclusively on Part 58 reviews.

**1101 – Review Type (50/58)**

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)

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1105</a>				

# Screen 1105–Initial Screen

Once the type of review (Part 50 or Part 58) has been selected, the User must complete the initial screen. This screen includes basic funding and contact information.

**Note:** Required fields are noted by red asterisks. If the User is unable to complete all of the required fields on this screen, the review will not be saved.

My Environmental Reviews Reports Admin Logout

### 1105 - Initial Screen (50/58 - Non-Tiered)

Environmental Review Record created on April 15, 2019 by Benjamin Sturm.

\* Indicates that field is required

\* Project Name:

\* 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
<input type="text"/>	Select Program	Select Program

\* Estimated Total HUD Funded, Assisted, or Insured 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 funds or assistance from another Federal agency in addition to HUD?  
 No  
 Yes

State / Local Identifier [optional]:

**Responsible Entity (RE) Information:**  
Organization Name: DENVER  
Address: City and County Of Denver  
Denver  
Colorado  
80202

\* RE Preparer Information:  
Name:

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

**Grant Recipient Information** (if different from Responsible Entity):  
Complete this section only if the grant recipient is not acting as the Responsible Entity.  
 Search  Other  None

**Consultant Information:**  
Complete this section only if you represent a consultant firm or other contractor assisting with the environmental review.  
 Search  Other  None

Screen Field	Description and Function
Project Name	Choose a unique, easily identifiable name for the project.
HUD Funding Source	Provide the Grant/Project Number from the grant that is funding the project. Select the HUD program (CPD, PIH, Housing, Healthy Homes and Lead Hazard Control, or Other) from the dropdown menu and the corresponding Program Name. <sup>3</sup> If the HUD program is not listed, select "Other," and type in the corresponding Program Name. Enter the funding amount.  To add funding sources, click <Add Another Funding Source.> To delete a funding source, click the red "X" to the right of the funding amount.
Estimated Total HUD Funded, Assisted, or Insured Amount	Enter the estimated sum of all HUD funds associated with the project.
Estimated Total Project Cost	Enter the total project cost, including HUD funds, state and local funds, funds from other federal agencies, and private funds.
Other Federal Agency Assistance	If Yes, use the <Explain> text box that appears once Yes is selected to identify assistance from other federal agencies and their role in the project.
State/Local Identifier	If the Responsible Entity uses an internal project tracking system, enter the corresponding number or other identifier.
RE Information	Enter name of Responsible Entity Preparer.
Certifying Officer Information	Enter name of Certifying Officer.
Grant Recipient Information	Enter contact information for Grant Recipient. (Complete this section only if the Grant Recipient is NOT the Responsible Entity.)
Consultant Information	Enter contact information for consultant. (Complete this section only if User is a consultant assisting the Responsible Entity with the environmental review.)

After completing all required fields, click <Save and Continue>. This saves the environmental review in HEROS allowing it to be displayed in the My Environmental Reviews Dashboard. The review can now be accessed by all HEROS Users associated with the Responsible Entity.

**Note:** Remember, if a required field is not completed, the screen will not save. Incomplete fields will be noted in an error message at the top of the screen.

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1120</a>				

<sup>3</sup> See Appendix 3 for a list of each associated HUD program.

## Screen 1120–Sensitive Information

After completing the initial screen, Users must indicate if the project contains sensitive information. If the project is sensitive, or is associated with a sensitive use, indicate that the project is sensitive and some information must be kept confidential.

Based on the project type, select the option that most appropriately identifies the project.

**1120 - Sensitive Information (50/58)**

While it is important that HUD assistance undergo the requisite environmental review and shelters, is not publicly disclosed. To reduce the risk of violence or other harm at sensitive

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.

This screen is intended for sensitive projects, such as activities associated with domestic violence shelters, not single family homes. Projects such as housing rehabilitation would not generally be considered as projects that contain sensitive information. However, Users should protect the privacy of the homeowner by not including their names in the environmental review record. If it is believed that the location of the home itself is sensitive – for example, if HOPWA funding is involved – it may be appropriate to indicate that the project contains sensitive information.

Users should contact their [local HUD Field Environmental Officer](#) if unsure of whether a project would be considered sensitive or not.

If the project is sensitive, Users must complete [Screen 1122–Sensitive Information Guide](#) (described below). If the project is not sensitive, Users will go directly to [Screen 1125–Project Summary](#).

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1122</a> <b>OR 1125</b>				

## Screen 1122–Sensitive Information Guidance

If the project type is sensitive in nature and contains information that should not be disclosed to the public, describe the reason and enter the Confidentiality Plan in the text box. Information entered on this screen will not be included in the public Environmental Review Record, so Users can describe the confidential nature of the project freely. It will be available through HEROS to staff within the Responsible Entity and HUD or the state agency. This information should not be entered in any other screen as most information entered elsewhere in HEROS will be included in the Environmental Review Record and made available for public review.

**1122 - Sensitive Information Guidance (50/58)**

**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 or state agency 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 location (e.g., HUD Program Grant, or EDI-Special Purpose Grant) providing the assistance in lieu of the name of the shelter or services, or construction. The land use should use applicable generic terms (i.e., public, mixed, office, or residential) and not endanger prospective clients and beneficiaries. If interagency consultation is required, such as in historic preservation, consult the 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. To provide a precise address of a HUD-funded project in order to respond to the environmental notice, the person may visit the project site.

To maintain a degree of privacy does not mean a diminution of the environmental review responsibility. The user must comply 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 record:

From this point on, do not enter any sensitive information into HEROS unless specifically instructed to do so.

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1125</a>				

# Screen 1125–Project Summary

On the Project Summary screen, Users will define the scope and nature of the project. This will include project description, location, maps, and site photos if applicable. Users will also, provide information about the associated activities involved in the project.

**1125 - Project Summary (50/58)** **Project Name: Pine-Street-Infrastructure**

**\* Description of the Proposed Project [24 CFR 50.12; 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.

**\* Project Location:**

Provide a street address or intersection for your project and validate the address using the button below. 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. 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.**

\* Street:       \* City:

\* State:       \* Zip:      

Location Information:

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

**Inspector Information:**

Name:  Date of Inspection:  (mm/dd/yy)  
 Title:

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

- Acquisition of real property
- Leasing
- Maintenance
- Repair/Improvement/Rehabilitation
- New construction/Reconstruction
- Demolition
- Disposition
- Removal of architectural barriers
- Soft Costs 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)?**

Yes  
 No

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

- Vacant land
- Public facility
- Nonresidential building(s)
- Residential building(s)
  - Single family
  - Multifamily

Screen Field	Description and Function
Project Summary	A good project description sets the foundation of an environmental review. Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions that logically are, either geographically or functionally, a composite part of the project, regardless of the funding source. 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.
Project Location	Enter the address for the project site and select "Validate Address" to enable HUD to geocode the site. Include pictures, maps, and other descriptions to supplement the description of the site's location using the <Upload> button.
Field Inspection	If a site visit was conducted as part of the environmental review (excluding site visits performed as part of a Phase I Environmental Site

	Assessment), enter the name of the inspector, date of inspection, and upload a copy of the inspection notes and photographs.
Project Activities	Select all activities associated with the project.
Change in Land Use	Indicate if the proposed project will require or result in a change in land use of the affected property. Note: This question is not required if the only activity is Soft Costs.
Planned Use of Site	Select the planned use(s) of the project site. Uses include: <ul style="list-style-type: none"> <li>1. Vacant Land</li> <li>2. Public Facility</li> <li>3. Nonresidential Building(s)</li> <li>4. Residential Building(s) <ul style="list-style-type: none"> <li>a. Single Family (1 to 4 units per site)</li> <li>b. Multifamily (5 or more units per site)</li> </ul> </li> </ul> <p>Note: This question is not required if the only activity is Soft Costs.</p>

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1311</a>				

## Screen 1311–Level of Review

---

Once screens 1101 through 1125 are completed, the User must determine the level of review for the proposed project. On Screen 1311, indicate the level of review and appropriate citation(s) justifying that selection. The five levels of review are:

- Exempt (58.34)
- Categorical Exclusion Subject to §58.5 (58.35(b))
- Categorical Exclusion Not Subject to §58.5 (58.35(a))
- Environmental Assessment
- Environmental Impact Statement.

Users can only select one level of review for each project, but multiple citations may be used for Exempt or Categorically Excluded projects. An Environmental Assessment is required if no exemptions or categorical exclusions apply or if extraordinary circumstances apply. An EIS is required when a project is determined to have a potentially significant impact on the human environment or if extraordinary circumstances apply.

**Partner User Note:** Partner Users DO NOT have the authority to determine a proposed project's level of review. However, Partners can make an advisory recommendation to the RE or HUD by selecting a level of review Screen 1311. This selection only serves as a recommendation and must be confirmed by the RE or HUD.

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HEROS Home Guide to HEROS

Assign Review My Environmental Reviews Reports Admin Logout

Initial Screen Project Summary  
 Level of Review Determination  
 Related Laws and Authorities  
 Mitigation Measures and Conditions

**1311 –Level of Review (58)** **Project Name: Project-5—Sample-Project**

**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>

**Exempt**  
 Select appropriate citation(s) from **24 CFR 58.34(a)**: (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)**: (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)**: (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**

- 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.

**Environmental Impact Statement (EIS)**

**Not sure**  
 If the level of review is not known select this option to go to the Level of Review Determination Assistant.

This HEROS version was deployed on Tue Dec 4, 2018 at 11:00

If the User is uncertain of the appropriate level of review, reference the citations listed below, or select <Not Sure> to use the [Level of Review Determination Assistant \(LORDA\)](#).

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 1320</a> <b>OR <a href="#">1341</a></b>	<a href="#">Screen 1320</a> <b>OR <a href="#">1342</a></b>	<a href="#">Screen 1320</a> <b>OR <a href="#">1344</a></b>	<a href="#">Screen 1320</a> <b>OR <a href="#">1346</a></b>	<a href="#">Screen 1320</a> <b>OR <a href="#">1348</a></b>

## Screen 1320–Level of Review Determination Assistant

If a User is uncertain of the appropriate level of review for a project, they may select <Not Sure> to use the Level of Review Determination Assistant (LORDA).

LORDA asks the User a series of Yes or No questions based on the proposed activities and planned uses for the project (as indicated on [Screen 1125](#)–Project Summary). Note: LORDA is not available if the only activity selected on [Screen 1125](#)–Project Summary is “Soft Costs.”

1320 - Level of Review Determination Assistant (58)	Project Name: Pine-Street-Infrastructure
<p>1. Does this project affect or provide site or capacity for a total 2,500 or more housing units or beds, such that <a href="#">24 CFR 58.37</a> would require completion of an EIS?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	
<p>4. Is this repair, improvement, or rehabilitation necessary due to a disaster or imminent threat to public safety?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	
<p>5. After completion of the project, will the size or capacity of the property increase or decrease by more than 20%?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	
<input type="button" value="Next"/>	

Once the User responds to the customized questions, LORDA proposes a suggested level of review. The screen includes citations for the User to confirm the project meets the suggested level of review. Note: it is the User’s responsibility to confirm that the suggested level of review is correct.

### HEROS “How To” Videos: Determining Level of Review

This online video demonstrates how to determine and document the level of review and introduce the Level of Review Determination Assistance (LORDA).

The Determining Level of Review video is available on the HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-determining-level-of-review/>

## Screen 1341, 1342, 1344, 1346, 1348 –Level of Review Confirmation Screens

Once the User selects the level of review from [Screen 1311](#)–Level of Review or Screen 1320–Level of Review Determination Assistant, the Level of Review Confirmation screen appears. The specific screen number will depend on the level of review.

**1344 - Level of Review Confirmation: CEST (58)**
**Project Name: Pine-Street-Infrastructure**

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 ● 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.

24 CFR 58.35(a)(1), 24 CFR 58.35(a)(5), 24 CFR 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.

No

If appropriate, describe any calculations or analysis made to determine that the project r

Go Back
Save and Continue

Selecting Yes to confirm the level of review for Exempt, Categorically Excluded Not Subject to 58.5 (CENST), Categorically Excluded Subject to 58.5 (CEST), or Environmental Assessments will bring the User to [Screen 2005](#)–Related Federal Laws and Authorities. For an Environmental Impact Statement the User will be taken to [Screen 1365](#)–Cooperating Agency or [Screen 1366](#)–Project Justification.

If the User is not satisfied with the level of review selection, the User can navigate back to the previous screens and begin the LORDA process again.

Selecting No returns the User to [Screen 1311](#)–Level of Review to begin the determination process again.

If the project is Categorically Excluded Subject to 58.5 (CEST), the screen provides the User with an opportunity to include supporting calculations or analysis used to determine the level of review if necessary.

If the project is an Environmental Assessment or Environmental Impact Statement, the User will be asked whether the extraordinary circumstances apply.

Next Screen	Exempt	CENST	CEST	EA	EIS
	<a href="#">Screen 2005</a>	<a href="#">Screen 2005</a>	<a href="#">Screen 2005</a>	<a href="#">Screen 2005</a>	<a href="#">Screen 1365</a> <b>OR</b> <a href="#">1366</a>

## Navigating HEROS by Level of Review

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Based on the level of review, HEROS will customize the screens and process. This section lists screens associated with each review.

Additionally, each screen section will include a table such as the one below indicating with a checkbox which types of review are applicable to that screen.

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>				

The Next Screen table at the bottom of each screen section directs the User to the next screen for the different review types as well as a link to return to this screen.

Next Screen	Exempt	CENST	CEST	EA	EIS
Hyperlink to return to this screen (Navigation Screen)	Hyperlink to next screen.				

### Exempt and Categorically Excluded not Subject to §58.5

- [Screen 2005](#)–Related Laws and Authorities
- [Screen 5000](#)–Mitigation Measures and Conditions
- [Screen 6220](#)–Package Screen
- [Screen 6222](#)–Exempt and CENST Signature Page
- [Screen 7000](#)–Mitigation Follow-up
- [Screen 1161](#)–Reevaluation of a Completed Review

### Categorically Excluded Subject to § 58.5

- [Screen 2005](#)–Related Laws and Authorities
- [Screen 5000](#)–Mitigation Measures and Conditions
- [Screen 6210](#)–CEST Determination
- [Screen 6220](#)–Package Screen
- [Screen 6224](#)–Conversion to Exempt Signature Screen
- [Screen 6226](#)–CEST Signature and Posting for Public Comment Screen
- [Screen 6230](#)–Notice of Intent to Request Release of Funds
- [Form 7015.15](#)–Request for Release of Funds
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6600](#)–Complete and Archive Review
- [Screen 7000](#)–Mitigation Follow-up

- [Screen 1161](#)–Reevaluation of a Completed Review

#### Environmental Assessment

- [Screen 1365](#)–Cooperating Agency
- [Screen 1366](#)–Project Justification
- [Screen 2005](#)–Related Laws and Authorities
- [Screen 4010](#)–Environmental Assessment Factors
- [Screen 4100](#)–Environmental Assessment Analysis
- [Screen 5000](#)–Mitigation Measures and Conditions
- [Screen 6310](#)–EA Determination
- [Screen 6220](#)–Package Screen
- [Screen 6320](#)–EA Signature and Posting Screen
- [Screen 6330](#)–Notice of Intent to Request Release of Funds (NOI-RR OF) and Notice of Finding of No Significant Impact (FONSI) for EA projects only (Part 58)
- [Form 7015.15](#)–Request for Release of Funds
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6600](#)–Complete and Archive Review
- [Screen 7000](#)–Mitigation Follow-up
- [Screen 1161](#)–Reevaluation of a Completed Review

#### Environmental Impact Statement

- [Screen 1365](#)–Cooperating Agency
- [Screen 1370](#)–Environmental Impact Statement
- [Form 7015.15](#)–Request for Release of Funds
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6605](#)–Complete EIS
- [Screen 1161](#)–Reevaluation of a Completed Review

## Screen 1365–Cooperating Agency

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Users must complete this screen for Environmental Assessments and Environmental Impact Statements if the project anticipates using federal funds or assistance from another agency (as indicated on [Screen 1105](#)).

1365 - Cooperating Agency (50/58)	Project Name: North-Main-St
<p>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.</p>	
<p><b>Is there a formal Cooperating Agency Agreement governing the environmental review?</b></p> <p><input checked="" type="radio"/> Yes</p> <p>Enter name(s) of agency or agencies involved</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>Select your agency status: <span>Lead Agency</span></p> <p><input type="radio"/> No</p>	

Screen Field	Description and Function
Is there a formal Cooperating Agency Agreement governing the environmental review?	Select Yes or No.
(if Yes) Enter name(s) of agency or agencies involved	List the names of agencies involved in the Cooperating Agency Agreement.
(if Yes) Select your agency status	Select if the User's agency is the lead or cooperating agency. If cooperating agency, the User will be prompted to upload the completed environmental review.
(if No) Check the reason an agreement was not reached	Select the primary reason why an agreement was not reached from the list of options. If Other, describe in the text box.
(if No) Insert the name(s) of any agency or agencies contacted	List the names of all agencies contacted in pursuing a Cooperating Agency Agreement.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 1366</a> (if lead) <b>OR</b> <a href="#">6310</a> (if cooperating)	<a href="#">Screen 1370</a>

## Screen 1366–Project Justification

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

In Screen 1366, Users completing an Environmental Assessment must describe the need for the project or activity as well as the existing conditions and the trends that will continue in the absence of the project.

**1366 - Project Justification (50/58)** **Project Name: ER-Pine-St**

**\*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.

**\* Existing Conditions and Trends: [24 CFR 58.40(a)]** 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.

Save and Go Back
Save and Continue

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 2005</a>	N/A

## Screen 1370–Environmental Impact Statement

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?					<input checked="" type="checkbox"/>

In Screen 1370, Users completing an Environmental Impact Statement (EIS) must answer questions about how the EIS was carried out. The User may begin this screen and save their answers at any time during the process of completing the EIS by selecting <Save and Exit>. Once the EIS has been finished and the Record of Decision has been made, complete Screen 1370 and the remaining HEROS screens by selecting <Save and Continue>.

**1370 - Environmental Impact Statement (50/58)** **Project Name: ER-Pine-St**

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  
 No

---

2. Enter the Record of Decision (ROD) date:

Screen Field	Description and Function
Were any scoping meetings held?	If Yes, enter the dates of the meeting. If No, explain why no meetings were held.
Enter the Record of Decision Date	Enter the official date the Record of Decision was issued.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	N/A	<a href="#">Screen 7015.15</a>

## Screen 2005–Related Laws and Authorities

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

The Responsible Entity must comply with all related federal laws and authorities listed in [Section 58.5](#) (for CEST and EA projects) and [58.6](#) (for all levels of review). Screen 2005 lists all required federal laws and authorities and requires the User to confirm compliance with each of them.

**2005 – Related Federal Laws and Authorities Summary (50/58)** **Project Name: Exempt-Review**

**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.

Compliance Factors	Are formal compliance steps or mitigation required?	Compliance Determinations
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR § 50.4 &amp; 58.6</b>		
<a href="#">Airport Runway Clear Zones</a> [24 CFR part 51]	<input type="radio"/> Yes <input type="radio"/> No	
<a href="#">Coastal Barrier Resources</a> [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]	<input type="radio"/> Yes <input type="radio"/> No	
<a href="#">Flood Insurance</a> [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]]	<input type="radio"/> Yes <input type="radio"/> No	

### Federal Law and Authority Screens

To address each listed law and authority, click on that factor’s link in the left column. This brings the User to a screen specific for that law or authority. Completing the information on the factor-specific screen will guide the User through a series of questions to determine compliance. The questions for these screens are dynamic and directly informed by the previous responses and therefore only listed one at a time. Following these questions, the User will indicate on the factor-specific screen if formal compliance steps or mitigation are necessary.

2015 - Coastal Barrier Resources Act (50/58)		Project Name: Exempt-Review
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)	
<b>Reference</b> <a href="https://www.onecpd.info/environmental-review/coastal-barrier-resources">https://www.onecpd.info/environmental-review/coastal-barrier-resources</a>		
<p>Note that if you change answers on this screen, make sure to press "Next" button in order for the information to save and proceed to the</p>		
<p>1. Is the project located in a CBRS (Coastal Barrier Resources System) Unit?</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes</p>		
<input type="button" value="Next"/>		
<input type="button" value="Save and Return to Summary"/>		<input type="button" value="Cancel Review"/>

Note the reference link to the HUD Exchange website for more information.

Once the User responds to the first question, click <Next> to continue. Depending on the response, HEROS will direct the User to the next appropriate question until compliance has been determined. This may result in the skipping of questions in some cases such as in the screenshot below where questions 2 and 3 were not required for that particular example.

**Note:** If you change the answer for an already answered question, click <Next> again to generate a new set of subsequent questions as the resulting questions are directly related to previous responses.

1. What activities does your project involve? Check all that apply:

- New construction for residential use  
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.
- Rehabilitation of an existing residential property
- A research demonstration project which does not result in new construction or reconstruction
- An interstate land sales registration
- 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
- None of the above

4. 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.
- Noise generators were found within the threshold distances.

5. Complete the Noise Assessment Guidelines to quantify the noise exposure. Indicate the findings of the Noise Assessment below:

- Acceptable: (85 decibels or less; the ceiling may be shifted to 70 decibels in circumstances described in 24 CFR 51.105(a))  
Indicate noise level here (in dB):
- 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))
- Unacceptable: (Above 75 decibels)

Users may also be prompted to enter a value or provide an explanation to support an answer. For example, if prompted to complete the Noise Assessment Guidelines, the User may need to indicate the noise level.

Once all required questions have been completed, the User is routed to the Screen Summary. HEROS generates a generic Compliance Determination statement based on the responses. Users are strongly encouraged to edit this language to provide a clear description of the determination and a synopsis of the source information. This may include map panel numbers and dates, names of all consulted parties and consultation dates, and names of plans or reports consulted and relevant page numbers. Compliance with any additional requirements specific to the project's region or state should be described in this section as well. Users must also indicate if compliance or mitigation measures are required for the project and upload supporting documentation.

If mitigation measures are required, these measures and conditions will be reviewed in more detail on [Screen 5000](#)–Mitigation Measures and Conditions.

**Note:** The text that automatically appears in the screen summary text box is generic language based on responses to questions on the screen. Users are strongly encouraged to add or edit details specific to their project in the text box.

**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

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.

**Supporting documentation**  
Upload all supporting documents required in this section here:

**Are formal compliance steps or mitigation required?**

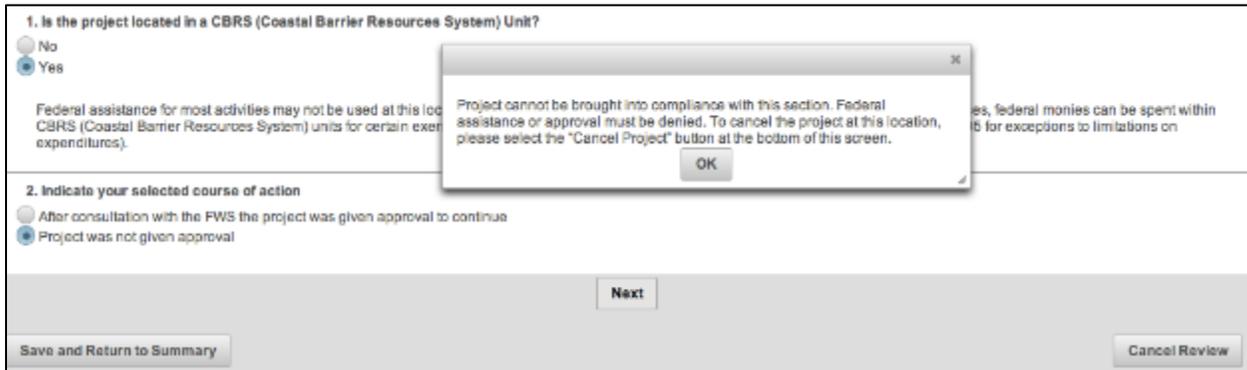
Yes  
 No

Once the screen summary narrative has been completed and supporting documentation has been uploaded, click <Save and Return to Summary> to return to Screen 2005.

**Partner User Note:** Partner Users cannot select Yes or No for “Are formal compliance steps or mitigation required?” Only the RE can make final determination for compliance factors. Partners should use the Screen Summary to clearly state any notes, comments, or suggestions for the RE. They should also explain what actions were taken and provide the suggested course of action.

## Canceling a Review

In the course of completing the law and authority screens for an environmental review, the User may determine that the project cannot comply with a specific law or authority. If this is the case, a pop-up window will appear notifying the User that the project cannot be brought into compliance and to cancel the project.

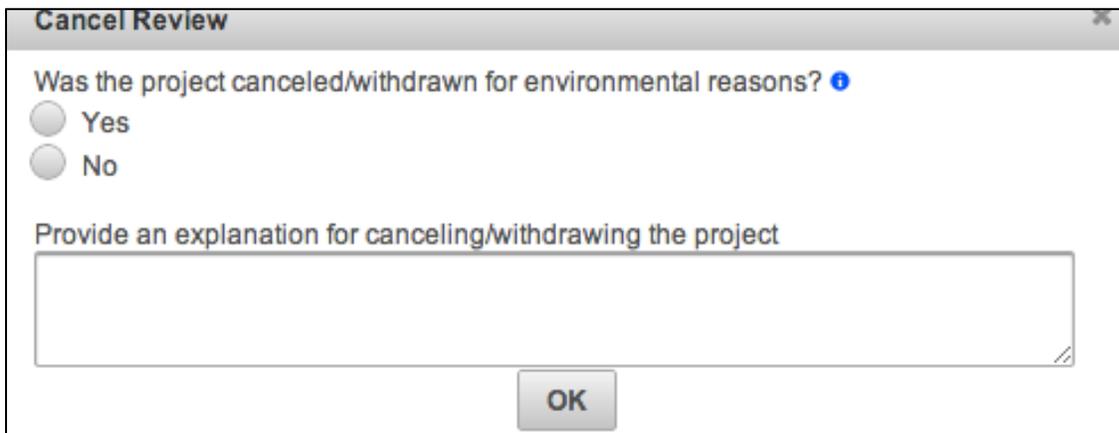


The screenshot shows a web form with two sections. The first section, titled "1. Is the project located in a CBRS (Coastal Barrier Resources System) Unit?", has radio buttons for "No" and "Yes", with "Yes" selected. Below this is a paragraph of text. The second section, titled "2. Indicate your selected course of action", has radio buttons for "After consultation with the FWS the project was given approval to continue" and "Project was not given approval", with the latter selected. At the bottom of the form are buttons for "Next", "Save and Return to Summary", and "Cancel Review". A pop-up window is overlaid on the form, containing the text: "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." and an "OK" button.

To cancel the review, click <Cancel Review> in the lower right-hand corner of the screen.

When canceling the review, Users will be asked if the environmental review is being canceled for environmental reasons and to provide a brief description for why the project is being canceled or withdrawn.

Clicking <OK> cancels the review. Canceled reviews will remain on the My Environmental Reviews Dashboard, and may be reopened if conditions change.



The screenshot shows a pop-up window titled "Cancel Review". It contains the question "Was the project canceled/withdrawn for environmental reasons?" with radio buttons for "Yes" and "No". Below this is a text input field with the placeholder text "Provide an explanation for canceling/withdrawing the project". At the bottom of the window is an "OK" button.

## Completing Screen 2005

Once the User completes a factor-specific screen, Screen 2005 will populate with the Yes/No responses for formal compliance steps required and the specific compliance determinations as entered by the User on each law and authority screen. Once the User responds to all related federal laws and authorities on Screen 2005, they may click <Save and Continue>.

**Note:** For Environmental Assessments, Screen 2005 does not need to be completed before addressing the Environmental Assessment Factors ([Screen 4010](#)), but it must be finished prior to completing the environmental review.

## HEROS “How To” Videos: Related Federal Laws and Authorities

This online video demonstrates how to document compliance with the related federal laws and authorities listed in 24 CFR 58.5 and 58.6.

The Related Federal Laws and Authorities video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-related-federal-laws-and-authorities/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	<a href="#">Screen 5000</a>	<a href="#">Screen 5000</a>	<a href="#">Screen 5000</a> <b>OR</b> <a href="#">Screen 6205 (if Partner User)</a>	<a href="#">Screen 4010</a>	N/A

**Partner User Note:** At this point, Partner Users would proceed to Screen 6205 – Preparer Notification.

## Screen 4010–EA Factors–Summary

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

4010 - EA Factors – Summary (50/58)		Project Name: EA-Project-Test	
<b>Environmental Assessment Factors</b> [24 CFR 58.40; Ref. 40 CFR 1508.8 1508.27] For more information: <a href="https://www.onecpd.info/environmental-review/environmental-assessments">https://www.onecpd.info/environmental-review/environmental-assessments</a>			
<b>Impact Codes:</b> Choose from the following impact codes to document the impact for each factor. An impact code from the following list has been used to make the determination of impact for each factor. <ul style="list-style-type: none"> <li>(1) Minor beneficial impact</li> <li>(2) No impact anticipated</li> <li>(3) Minor adverse Impact – may require mitigation.</li> <li>(4) Significant or potentially significant impact requiring avoidance or modification and may require EIS</li> </ul>			
<b>Directions:</b> The following chart is for the analysis of Environmental Assessment Factors. <ul style="list-style-type: none"> <li>Information for the Environmental Assessment Factor can be found on the Office of Environment and Energy Website, which is listed above.</li> <li>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 resource 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 contacts, as appropriate.</li> <li>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.</li> <li>At the bottom of the screen upload verifiable source documentation as referenced and described in support of each determination, as appropriate.</li> </ul>			
Environmental Assessment Factor	Impact Code	Impact Evaluation	Mitigation
<b>LAND DEVELOPMENT</b>			
Conformance with Plans /			
Compatible Land Use and Zoning /	Choose impact code ▾		
Scale and Urban Design			

Users completing an Environmental Assessment must evaluate the impact of the project on a variety of factors and determine mitigation measures, if appropriate.

Screen Field	Description and Function
Environmental Assessment Factor	<ul style="list-style-type: none"> <li>Land Development</li> <li>Socioeconomic</li> <li>Community Facilities and Services</li> <li>Natural Features</li> </ul>
Impact Code	Select the impact code that best documents the impact the activity will have on each factor. <ul style="list-style-type: none"> <li>(1) – Minor beneficial impact</li> <li>(2) – No impact anticipated</li> <li>(3) – Minor adverse impact–may require mitigation</li> <li>(4) – Significant or potentially significant impact requiring avoidance or modification and may require EIS</li> </ul>
Impact Evaluation	Describe the impact the project will have for each factor. Include a summary all reviews, consultations, permits, or approvals related to each factor. Describe the impact the factor will have on the project.
Mitigation	Describe any necessary mitigation measures including a timeline for completion. (This information will automatically be recorded in the review’s mitigation summary.)

At the bottom of the screen, Users have the option to upload supporting documentation to supplement the description of the impact evaluation or mitigation measures.

**Tip:** To avoid timing out of the system, it is a best practice to click the <Save> button every few minutes or after each entry while completing this screen.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 4100</a>	N/A

## Screen 4100–Environmental Assessment Analysis

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

Users completing an Environmental Assessment (EA) must describe the cumulative impact the activity will have on the surrounding environment, potential alternatives that were considered, and other procedural steps required as part of the EA.

4100 – Environmental Assessment Analysis (50/58)	Project Name: ER-Pine-St
<a href="https://www.onecpd.info/environmental-review/environmental-assessments">https://www.onecpd.info/environmental-review/environmental-assessments</a>	
<p><b>* Cumulative Impact Analysis</b> [24 CFR 58.32; 40 CFR 1508.7]:</p> <p>Identify below the 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.</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	
<p><b>Alternatives</b> [24 CFR 58.40(e); 40 CFR 1508.9]:</p> <p>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.</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>	

Screen Field	Description and Function
Cumulative Impact Analysis	Describe the cumulative environmental impact that will result from the proposed activity when accounting for past, present, and future associated activities.
Alternatives	Discuss alternatives that were considered prior to selecting the proposed activity. Describe the pros and cons of these alternatives.

No Action Alternative	Identify the "no action" alternative, describing the most likely conditions expected to exist in the future in the absence of any action.
Additional Studies Performed	List additional studies performed to support the Environmental Assessment. Use the <Upload> link to upload relevant documents.
List of Sources, Agencies and Persons Consulted	List all sources consulted with in regards to the project.
List of Permits	List all permits, reviews, and approvals that are required for the completion of the project.
Public Outreach	Provide the FONSI/Finding of Significant Impact notice dissemination list. Also, describe any additional public meetings and hearings that were held as part of or were relevant to the environmental review. Use the <Upload> link to include relevant documents.
Summary of Findings and Conclusions	Identify 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.

**HEROS “How To” Videos: Environmental Assessment Analysis**

This online video provides guidance on completing the additional analysis required for Environmental Assessments.

The Environmental Assessments Analysis video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-environmental-assessment-analysis/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 5000</a>	N/A

## Screen 5000–Mitigation Measures and Conditions

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

If Users identify any factors that require mitigation measures or conditions when completing [Screen 2005](#)-Related Laws and Authorities, [Screen 4010](#)-Environmental Assessment Summary, or [Screen 4100](#)-Environmental Assessment Analysis, they must include a mitigation plan on Screen 5000.

Screen 5000 lists the factors requiring mitigation measures along with the required measures and conditions as determined in the previous screens. For most factors, if the User is not satisfied with the text listed under Mitigation Measure or Condition, the User may click on the factor’s name to return to the associated screen and edit the entered text. For Flood Insurance and Airport Runway Zones, the Mitigation Measure or Condition text is automatically generated and is not editable.

Users may insert additional mitigation measures or conditions not listed within Screen 2005 – Related Federal Laws and Authorities. To add an additional mitigation measures, users should click “Add Mitigation Measure or Condition Factor” button and complete the dialog boxes that populate.

Users must describe the mitigation plan directly in the provided text box or attach the entire plan (or supporting documentation) via the <Upload> link.

**5000 - Mitigation Measures and Conditions (50/58)**
**Project Name: EA-Project-Test**

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
Contamination and Toxic Substances	A state voluntary clean-up program was initiated to achieve compliance.

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 [▶](#). Otherwise, describe the Mitigation Plan below.

**Mitigation Plan**

Explain how the above mitigation 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))

Attach the mitigation plan here:

Upload(Optional)

<b>Next Screen</b>	<b>Exempt</b>	<b>CENST</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Navigation Screen</a>	<a href="#">Screen 6220</a> <b>OR</b> <a href="#">Screen 6205 if Partner User</a>	<a href="#">Screen 6220</a> <b>OR</b> <a href="#">Screen 6205 if Partner User</a>	<a href="#">Screen 6210</a> <b>OR</b> <a href="#">Screen 6205 if Partner User</a>	<a href="#">Screen 6310</a> <b>OR</b> <a href="#">Screen 6205 if Partner User</a>	N/A

## Screen 6205–Preparer Notification Screen (Partner Users only)

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

For most Partner Users, this is the final screen of the environmental review. After this point, the Partner User must assign the review to the Responsible Entity (if Part 58) or HUD Preparer (if Part 50) to complete the review.

From this screen, Partner Users can generate a Microsoft Word version of the Environmental Review Record (ERR) for internal review. The ERR is organized to include the relevant information entered throughout the review, including [Screen 1105](#)–Initial Screen, [Screen 1125](#)–Project Summary, [Screen 2005](#)–Related Laws and Authorities, any uploaded documents (as hyperlinks), and the selection of responses to the laws and authorities screens. If during this review the Partner User identifies necessary edits or corrections, the menu bar can be used to navigate to the appropriate section requiring edits. Note: The Microsoft Word document should not be edited as edits will not be reflected in HEROS or the final ERR.

Partner Users are encouraged to preview the ERR and ensure that all screens and required steps have been completed as fully and as accurately as possible at this stage. In addition, confirm that all uploaded documents appear as hyperlinks on the generated ERR.

**Note:** The system-generated file name for the ERR is “heros-download-...” followed by a long string of numbers. Users are encouraged to save a local copy and modify the file name to fit with internal document management standards.

**6205 – Preparer Notification Screen (50/58) Project Name: Project-4---New-Construction-of-Multifamily-Development**

**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.

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.

**Partner User Note:** Partner Users (Consultant) cannot proceed past this point in the environmental review. Partner Users (Recipient) may be granted privileges to edit Part 3 of Screen 7015.15 Request for Release of Funds and Certification.

Assign Review

- Initial Screen
- Project Summary
- Level of Review Determination
- Cooperating Agency Agreement
- Project Justification
- Related Laws and Authorities
- Environmental Assessment Factors
- Environmental Assessment Analysis
- Mitigation Measures and Conditions
- Final Screen
- RROF (7015.15)

When satisfied with the preview of the ERR, Partner Users must reassign the environmental review to the Responsible Entity or HUD Preparer by selecting the Red <Assign Review> button at the top of the side menu. Partner Users are strongly encouraged to notify the RE or HUD staff person outside of HEROS that the review has been assigned to them.

**HEROS “How To” Videos: Using HEROS as a Partner**

This online video shows Partner Users how to use HEROS to assist REs and HUD staff with preparing environmental reviews.

The Using HEROS as a Partner video is available on HUD Exchange at: <https://www.hudexchange.info/programs/environmental-review/heros-e-tutorials/#Partner>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 7015.15</a> (if Partner Recipient) User	<a href="#">Screen 7015.15</a> (if Partner User Recipient)	N/A

## Screen 6210–CEST Determination

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>		

After completing [Screen 2005](#)–Related Laws and Authorities, Users completing a CEST level of review must indicate if the project:

- converts to Exempt,
- cannot convert to Exempt due to required compliance, or
- may result in significant environmental impact due to Extraordinary Circumstances.

**Note:** The selection in this screen as to whether the project converts to Exempt or remains CEST determines the flow of HEROS screens that follow. If the project requires an Environmental Assessment, a pop-up window instructs the User to manually change the review to an Environmental Assessment on [Screen 1311](#)–Level of Review based on extraordinary circumstances. Otherwise, the User will be prompted to finalize the review.

**6210 – CEST Determination (58)** **Project Name: ER-Pine-St**

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**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/RRF and obtain Authority to Use Grant Funds before drawing down funds.

Extraordinary circumstances exist and this project may result in significant environmental impact. This project requires preparation of an Environmental Assessment (EA).

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 6220</a>	<a href="#">Screen 1311</a>	N/A

## Screen 6220–Package Screen

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

From this screen, Users can generate a Microsoft Word version of the Environmental Review Record (ERR) for internal review. The ERR is organized to include the relevant information entered throughout the review, including [Screen 1105](#)–Initial Screen, [Screen 1125](#)–Project Summary, [Screen 2005](#)–Related Laws and Authorities, any uploaded documents (as hyperlinks), and the selection of responses to the laws and authorities screens. If during this review the User identifies necessary edits or corrections, the menu bar can be used to navigate to the appropriate section requiring edits. Note: The Microsoft Word document should not be edited as edits will not be reflected in HEROS or the final ERR.

It is the User’s responsibility to ensure that the ERR is complete at this time. Review the preview of the ERR and confirm that all required fields are complete and uploaded documents appear as hyperlinks.

**Note:** The system-generated file name for the ERR is “heros-download-...” followed by a long string of numbers. Users are encouraged to save a local copy and modify the file name to fit with internal document management standards.

**6220 – Package Screen (50/58)**
**Project Name: ER-Pine-St**

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 your 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

### HEROS “How To” Videos: Packaging and Previewing the Environmental Review Record

This online video demonstrates how to package and preview the environmental review record in HEROS.

The Packaging and Previewing the Environmental Review Record video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-packaging-and-previewing-the-environmental-review-record/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	<a href="#">Screen 6222</a>	<a href="#">Screen 6222</a>	<a href="#">Screen 6226 OR 6224</a> (if converts to exempt)	<a href="#">Screen 6320</a>	N/A

## Screen 6222–Exempt and CENST Signature Page

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

**6222 – Exempt and CENST Signature Screen (50/58)**
**Project Name: ER-Pine-St**

**Step One:**  
Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

**Step two:**  
Indicate the date the Environmental Review Record was signed:

**Step Three:**  
Generate your final Environmental Review Record for your records.

The Signature Page screen produces the final Environmental Review Record (ERR). Complete the steps in order to include the signed signature page in the ERR. Once the ERR is generated, the User should save a copy for their records.

Clicking <Save and Finish> will complete the review. The User will be returned to the My Environmental Reviews Dashboard, where the status of the review will be shown as either “Completed,” or “Completed, Conditioned on Mitigation.”

	Screen Field	Description and Function
Step One	Print Signature Page	Generate a Microsoft Word document with the appropriate signature lines. Print this page, obtain all required signatures, and scan the signed document.
	Upload Signature Page	Upload the signed signature page.
Step Two	Indicate date of signature	Use the calendar icon to select the date the review was signed by the approving official.
Step Three	Generate Final Review	Click the <Generate Final Environmental Review Record> button to generate the final ERR for the User’s records.

Next Screen	Exempt	CENST	CEST	EA	EIS

<a href="#">Navigation Screen</a>	<a href="#">Dashboard</a>	<a href="#">Dashboard</a>	N/A	N/A	N/A
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## Screen 6224–Conversion to Exempt Signature Screen

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>		

Once the environmental review analysis has been completed for a CEST review that converts to Exempt, the signature page must be printed, signed by the approving official, and uploaded on this screen. The User must also indicate the date the ERR was signed.

**6224 – Conversion to Exempt Signature Screen (58)** Project Name: Housing-North-St

Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload Signature Page:

signature page.pdf ✖

Indicate the date the Environmental Review Record was signed:

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 6600</a>	N/A	N/A

## Screen 6226–CEST Signature and Posting for Public Comment

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>		

Once the environmental review analysis has been completed for a CEST review that does not convert to Exempt, the environmental review must be signed by the approving official. Then the Environmental Review Record (ERR) will be made accessible on the [HUD Exchange Environmental Review Records website](#) during the public comment period.

**Note:** The public notice and commenting process occurs outside of HEROS and Responsible Entities must still publish or post public notice separately. Public notices should reference the link of the HUD Exchange webpage where the Environmental Review Record is posted.

**6226 – CEST Signature and Posting for Public Comment Screen (58)** **Project Name: Housing-North-St**

**Step One:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

Indicate the date the Environmental Review Record was signed:

**Step Two:** Indicate the closing date of the public comment period:

**Step Three:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

**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> 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.

	Screen Field	Description and Function
Step One	Print Signature Page	Generate a Microsoft Word document with the appropriate signature lines. Print this page, obtain all required signatures, and scan the signed document.
	Upload Signature Page	Upload the signed signature page.
	Indicate date of signature	Use the calendar icon to select the date the review was signed by the approving official.
Step Two	Indicate closing date for public comment	Use the calendar icon to select the date the public comment period will close. Note on counting days:

		Comment periods begin the day <i>after</i> public notice, and submission to HUD cannot occur until the day <i>after</i> the public comment period ends. Refer to 24 CFR 58.43 and 58.45 for public comment process.
Step Three	Provide address for public comment	List the address (mailing or electronic) for the public to submit comments regarding the review. This will appear in the HEROS-generated Environmental Review Record.
Step Four	Generate and post review	Click the <Generate and post review record> button to publish the review on the HUD website.

<b>Next Screen</b>	<b>Exempt</b>	<b>CENST</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 6230</a>	N/A	N/A

## Screen 6230–Notice of Intent to Request Release of Funds

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>		

Users are required to publish a Notice of Intent to Request Release of Funds (NOI-RROF) prior to issuing the RROF. Users should complete Screen 6230 following the public notice of the NOI-RROF and the completion of the public comment period.

**6230 - Notice of Intent to Request Release of Funds (NOI-RROF) (58)**

**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 and public comment periods would prevent the giving of assistance during a Presidentially-declared disaster or during the term of an elected official of the responsible entity who has proclaimed that there is an immediate need for public action to provide relief.

Did you receive any public comments?

No

Yes

If you *did* receive public comments, upload both comments received and your responses, including a summary

If you decided to make changes to the environmental review in response to public comments, integrate those changes into the menu to navigate.

Screen Field	Description and Function
Indicate means of providing public notice for NOI-RROF	Specify whether the NOI-RROF was published or posted (or both).  Indicate whether the RE and HUD public comment periods were combined.

Did you receive any public comments?	<p>Select Yes or No. If Yes, a text box and &lt;upload&gt; button will appear. The User should upload comments received and responses given, and provide a summary of any changes made to the environmental review in response to the comments.</p> <p>If changes are required to the environmental review as the result of public comments, make those changes prior to proceeding to the RROF screen.</p>
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Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 7015.15</a>	N/A	N/A

## Screen 6310–EA Determination

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

After completing the Environmental Assessment analysis, the User must make an environmental determination of either a Finding of No Significant Impact (FONSI) or a Finding of Significant Impact (FOSI).

If the review indicates a Finding of No Significant Impact, the User can proceed and complete the environmental review. However, if the review indicates a Finding of Significant Impact, the User is instructed to archive the current review on the subsequent screen and begin a new Environmental Impact Statement (EIS) for the project.

6310 – EA Determination (50/58)	Project Name: ER-Pine-St
<p><b>Environmental Finding</b></p> <p>Document your finding by selecting one of the options below:</p> <p><input type="radio"/> Finding of No Significant Impact (FONSI)</p> <p><input type="radio"/> Finding of Significant Impact. An Environmental Impact Statement is required before funds can be committed or drawn down.</p>	
<input type="button" value="Go Back"/>	<input type="button" value="Save and Continue"/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 6220</a>	N/A

## Screen 6320–EA Signature and Posting Screen

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

Once the Environmental Assessment analysis has been completed, the environmental review must be signed by the approving official. Then the Environmental Review Record (ERR) will be made accessible on the [HUD Exchange Environmental Review Records website](#) during the public comment period.

**Note:** The public notice and commenting process occurs outside of HEROS, and Responsible Entities must still publish or post public notice separately. The User can reference this website in their notice.

**6320 – EA Signature and Posting Screen (58)**
**Project Name: ER-Pine-St**

**Step 1:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

Indicate the date the Environmental Review Record was signed:

Was the final determination?

Finding of No Significant Impact (FONSI)

Finding of Significant Impact (FOSI)

**Step 2:** Indicate the closing date of the public comment period:

**Step 3:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

**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> 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.

	Screen Field	Description and Function
Step One	Print signature Page	Generate a Microsoft Word document with the signature lines. Print this page, obtain all required signatures, and scan the document.
	Upload Signature Page	Upload the signed signature page.
	Indicate date of signature	Use the calendar icon to select the date the review was signed by the approving official.
	Indicate the final determination	If it is a FONSI, complete Steps 2-4.  If it is a FOSI, User will be directed to <a href="#">Screen 6600-Complete and Archive Review</a> to archive the Environmental Assessment and begin a new EIS-level review for the project.
Step Two	Indicate closing date for public comment	Use the calendar icon to select the date the public comment period will close. Note on counting days: Comment periods start the day <i>after</i> public notice, and submission to HUD cannot occur until the day <i>after</i> the public comment period ends.  Refer to 24 CFR 58.43 and 58.45 for public comment process.
Step Three	Provide address for public comment	List the address (mailing or electronic) for the public to submit comments regarding the review. This will appear in the HEROS-generated Environmental Review Record.
Step Four	Generate and Post Review	Click the <Generate & Post Environmental Review Record> button to publish the review on the HUD website.

During the public comment period, the posted document can be changed or updated by pressing the <Generate & Post Environmental Review Record> button again to upload the revised document.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 6330 (FONSI) OR 6600 (FOSI)</a>	N/A

## Screen 6330–NOI-RROF and Notice of FONSI for EA Projects Only

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?				<input checked="" type="checkbox"/>	

Users are required to publish a Notice of Intent to Request Release of Funds (NOI-RROF) prior to issuing the RROF. Users should complete Screen 6330 following the public notice of the NOI-RROF and the completion of the public comment period.

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

Click here if you are combining RE and HUD public comment periods. ⓘ  
 Click here if you made your FONSI available for public comment for 30 days. ⓘ

Did you receive any public comments?

No  
 Yes

Indicate whether comments were on NOI-RROF and/or FONSI

NOI-RROF  
 FONSI

Upload both comments received and your responses, including a summary of any changes made here:

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)?

No  
 Yes

Screen Field	Description and Function
Indicate means of providing public notice	Select the mean(s) for providing public notice for the NOI-RROF. Indicate if the notice was published or posted (or both).
Did you combine FONSI and NOI-RROF notices to run concurrently?	Select Yes or No.  Also, indicate if the RE and HUD public comment periods were combined and if the FONSI comment period was 30 days.
Did you receive any public comments?	Indicate Yes or No. If Yes, a text box and <Upload> button will appear. The User should upload comments received and responses

	<p>given, and provide a summary of any changes made to the environmental review in response to the comments.</p> <p>If public comments resulted in changes to the environmental review, integrate those edits into the review at this point.</p>
--	--

**Note:** If the review results in a Finding of Significant Impact as a result of the public comments, select the appropriate radio button. The User will be instructed to archive the review on [Screen 6600](#)–Complete and Archive Review and commence an EIS.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	<a href="#">Screen 7015.15</a>	N/A

# Form 7015.15–Request for Release of Funds and Certification

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Screen 7015.15 is an electronic version of the paper-based [HUD Form 7015.15](#) (OMB #2506-0087) and is submitted via HEROS in lieu of the paper-based form when using HEROS.

**Note: There are two ways Users may complete the Request for Release of Funds.**

1. Users may complete the 7015.15 Form outside of HEROS, completing the paper form and uploading the signed form to HEROS.
2. Users may also complete the 7015.15 Form within HEROS utilizing the Assign Review feature. The review can be assigned to the Certifying Officer to be reviewed within HEROS.

For projects that require a Request for Release of Funds and Certification (RROF), Users must complete Screen 7015.15. Only Responsible Entity Users with “Prepare 7015.15” privileges may edit Part 1 of Form 7015.15.

Certain information entered on Screen 1105–Initial Screen and Screen 1125–Project Summary is copied into the RROF. Users should confirm that all imported information is correct before completing this screen.

**Note:** All fields that copy information from previous screens are also editable on this page if the User needs to update or correct information for any reason. Edits to the information on this screen will not be reflected in the original screens from where the information was copied.

This screen will populate dynamically based upon the User’s radio button selection. If choosing “The Certifying Officer completed a paper 7015.15” button, the User will be required to upload the completed form. If choosing “The Certifying Officer will certify the review the HEROS” button, the User will be required to assign the review to the Certifying Officer. Only those users that have the “Sign as RE” privilege will be able to complete the newly generated fields on this screen. Users without the “Sign as RE” privilege should leave the fields blank and assign the review to the Certifying Officer.

<b>7015.15 - Request for Release of Funds and Certification</b>	<b>Project Name: CEST-Project-Test</b>
<p>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.</p> <p><b>* Upload the notice to the public in accordance with 24 CFR 58.70 here:</b></p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 5px 0;">Upload</div> <p>Indicate whether the Certifying Officer completed the 7015.15 on paper or whether they will be certifying the review in HEROS:</p> <p><input type="radio"/> The Certifying Officer completed a paper 7015.15</p> <p><input checked="" type="radio"/> The Certifying Officer will certify the review in HEROS</p>	
<p>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.</p>	
<div style="border: 1px solid gray; padding: 5px;"> <p><b>Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)</b></p> <p>1. Program Title(s):</p> <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">           Community Development Block Grants (CDBG) (Entitlement)         </div> </div>	

There are two certifications on this form. The Certifying Officer certification in Part 2 is always required. Additionally, if the recipient of funds is not acting as the Responsible Entity, an authorized officer representing the recipient must certify the form in Part 3. Users must have the appropriate “Sign as RE” privileges to complete the certifications on this form.

Screen Field	Description and Function
Upload Button	Upload a copy of the public notice demonstrating that the project is in compliance with 24 CFR 58.70.  If any Users are unable to complete the form in HEROS or if more than one 7015.15 is required, upload a completed paper version of <a href="#">Form 7015.15</a> .
<b>Part 1</b>	
Program Title	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
HUD/State Identification Number	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Recipient Identification Number	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
OMB Catalog Number	Enter appropriate OMB Number from the catalog of Federal Domestic Assistance that corresponds to the HUD program.

Name and Address of Responsible Entity	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
For information about this request, contact	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Name and address of recipient (if different from Responsible Entity)	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
HUD/State Agency and Office Unit to receive request	Enter appropriate agency information.
Program Activity/Project Name	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Location	<i>Copied from <a href="#">Screen 1125</a>; boxes are editable.</i>
Program Activity/Project Description	<i>Copied from <a href="#">Screen 1125</a>; boxes are editable.</i>
<b>Part 2</b>	
Environmental Certification	Check all appropriate boxes and enter name, title, and date to certify (Users with “Sign 7015.15” privileges only).
<b>Part 3</b>	
To be completed when the Recipient is not the Responsible Entity	Complete certification if recipient is not the Responsible Entity. Enter name, title, and date to certify (Users with “Sign 7015.15” privileges only).
Save and Continue	After completing the screen, Users should click <Save and Continue> to save the information and exit the review until the approving entity (HUD or a state agency) completes the 7015.16.

**Partner User Note:** Part 3 of the 7015.15 RROF Screen can only be completed by Partner Users that have the “Sign 7015.15” privileges. If the Partner User does not have these privileges then paper version of 7015.15 should be completed and uploaded in HEROS.

### HEROS “How To” Videos: Completing the Request for Release of Funds and Certification

This online video demonstrates how to complete the Request for Release of Funds and Certification, also known as the RROF or Form 7015.15.

The Completing the Request for Release of Funds and Certification video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-completing-the-request-for-release-of-funds-and-certification-form-7015-15/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 7015.16</a>	<a href="#">Screen 7015.16</a>	<a href="#">Screen 7015.16</a>

## Form 7015.16–Authority to Use Grant Funds

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Note:** Screen 7015.16 is an electronic version of the paper-based [HUD Form 7015.16](#) and is submitted in lieu of the paper-based form when using HEROS. As with the paper-based HUD Form 7015.16, this screen may only be completed by HUD and state agency staff to grant authority to use funds.

For projects that require an Authority to Use Grant Funds (AUGF), HUD or state agency Users must complete Screen 7015.16. Certain information entered on [Screen 7015.15](#)–Request for Release of Funds and Certification is copied into the AUGF.

Screen 7015.16 should not be completed until all appropriate waiting periods have elapsed.

**7015.16 – Authority to Use Grant Funds**
Project Name: ER--Main-St

Do not complete this screen until all appropriate waiting periods have elapsed.

Were any objections received to releasing the funds?

Yes  
 No

If yes, upload objections received and the response:

If all required users are not able to complete this form within HEROS at this time or if this review requires the approval of both HUD and a state agency, please upload a completed 7015.16 form here:

To: (Name & address of Grant Recipient & name & title of Chief Executive Officer)

BEAR CREEK  
 Wisconsin  
 99999-

Copy To: (name & address of SubRecipient)

We received your Request for Release of Funds and Certification, form HUD-7015.15 on:

Your Request was for HUD/State Identification Number:

Program Activity/Project Description

Screen Field	Description and Function
Were any objections received to releasing funds?	Yes or No. If Yes, upload a document describing the objections received and the corresponding response.
Upload Button	If any Users are unable to complete the form in HEROS or if the review requires approval from both the state and HUD, upload a completed paper version of <a href="#">Form 7015.16</a> .

Name and Address of Grant Recipient and Chief Executive Officer	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Copy to	<i>Copied from <a href="#">Screen 7015.15</a>, if applicable. The Responsible Entity, if different than the recipient.</i>
We received form 7015.15	<i>Date RROF notification email was sent on <a href="#">Screen 7015.15</a>.</i>
Your request was for HUD/State Identification Number	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Program Activity/Project Description	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Certification	Check all appropriate boxes and enter name, title, and date to certify (Users with “Sign 7015.16” privileges only).
Assign Review	To return form 7015.15 to the Responsible Entity, select Assign Review in the side menu. Assign the review to the RE contact as directed by the local HUD office.

When the form is complete, HUD or the state agency will need to assign the review back to the RE Preparer. HUD Users are strongly encouraged to follow up with their Responsible Entity contact by phone or email to confirm that this form is shown as completed on the RE Users end. . Users may then finalize the review.

From Form 7015.16, press <Save and Continue> to proceed to [Screen 6600](#)–Complete and Archive Review. Clicking the <Archive> button will update and archive the complete Environmental Review Record on the [HUD Exchange Environmental Review Record website](#).

After the review has been archived, select the <Finish> button. The review will change from “In progress” to “Completed” or “Completed, Conditioned on Mitigation.”

Changes may be made to the Environmental Review Record after its completion to reflect any updates or new information.

**HEROS “How To” Videos: Authority to Use Grant Funds**

This online video demonstrates how State Agencies or HUD complete the Authority to Use Grant Funds, also known as the AUGF or Form 7015.16.

The Authority to Use Grant Funds video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-authority-to-use-grant-funds-form-7015-16/>

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6605</a>

## Screen 6600–Complete and Archive Review

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Once the User has completed the environmental review, they must finish the review by archiving it on the HUD website.

Clicking <Archive> posts the review to [HUD Exchange's Environmental Review Records website](https://www.hudexchange.info/programs/environmental-review/environmental-review-records/) for one year.

Once the review has been archived, Users should indicate that the review is finished. Clicking the <Finish> button causes the review to be marked either “Completed” or “Completed, conditioned on mitigation,” but the User can make further edits from the My Environmental Reviews Dashboard.

**Tip:** Once the <Finished> button has been selected, Users can not change the status of the review back to “In Progress.” Therefore, it is important that Users not press the <Finish> button until the review has been officially completed (e.g. all signatures and forms 7015.15 and 7015.16 are final).

Archiving an edited review updates the review on the HUD Exchange website.

**6600 – Complete and Archive Review (50/58)** **Project Name: ER-Pine-St**

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> within 24 hours.

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.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	<a href="#">Dashboard</a>	<a href="#">Dashboard</a>	N/A

## Screen 6605–Complete Reviews

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?					<input checked="" type="checkbox"/>

Users completing an EIS are directed to Screen 6605 once [Screen 7015.16](#)–Authority to Use Grant Funds has been completed. Clicking the <Finish> button causes the review to be marked as “Completed.” Users can still edit the review from the My Environmental Review Dashboard.

**6605 – Complete Reviews (50/58)** **Project Name: ER-Pine-St**

To complete your review, press the “Finish” button below.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	N/A	N/A	N/A	N/A	<a href="#">Dashboard</a>

## Following Up on a Completed Review

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After a review has been completed, it is sometimes necessary to update the Environmental Review Record to reflect changing environmental conditions or a change in the scope of the project. [Screen 7000](#)–Mitigation Follow Up and [Screen 1161](#)–Reevaluation of a Completed Review are used to update completed reviews.

These changes should also be updated in the documents available on the HUD Exchange site. Following [Screen 7000](#)–Mitigation Follow-Up and [Screen 1161](#)–Reevaluation of a Completed Review, Users will be directed to [Screen 6600](#)–Complete and Archive Review to update the archived review where appropriate.

### HEROS “How To” Videos: Mitigation and Reevaluation of a Completed Review

This online video demonstrates how to update the Environmental Review Record for a completed review and record mitigation and reevaluation.

The Mitigation and Reevaluation of a Completed Review video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-mitigation-and-reevaluation-of-a-complete-review/>

## Screen 7000–Mitigation Follow-Up

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Some projects are conditioned on mitigation measures as noted on [Screen 5000–Mitigation Measures](#). Following completion of the review and implementation of the mitigation measures, the environmental review record must be updated on Screen 7000–Mitigation Follow-Up. This screen can be accessed in reviews with the status “Completed, conditioned on mitigation.” To access this screen, open the completed review and select “Mitigation Follow-Up” in the side menu.

**7000 - Mitigation Follow-Up (50/58)** Project Name: Arena-Apts-Phase-1A

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
Flood Insurance	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.	<input type="button" value="Upload"/>	<input type="text"/>	\$ <input type="text"/>	<input type="checkbox"/>

For each law, authority, or factor requiring mitigation (the list is automatically populated as a carryover from [Screen 5000](#)), the User must complete the following fields:

Screen Field	Description and Function
Upload Documentation	Upload documentation demonstrating that mitigation measures were completed.
Comments	Enter comments describing the uploaded files or other notes regarding the completion of the mitigation measures.
Cost Incurred	Indicate the approximate cost incurred to complete the required mitigation measures.
Complete	Once mitigation measures have been completed for a row, check the Complete box.

**Note:** When finished updating this screen, the User should update the archived version of the review on [Screen 6600–Complete and Archive Review](#) if it is a CEST or EA level of review.

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	<a href="#">Dashboard</a>	<a href="#">Dashboard</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>	N/A

## Screen 1161–Reevaluation of a Completed Review

Type of Review	Exempt	CENST	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

A User may need to reevaluate a completed review due to changes in the project scope or environmental conditions. (Refer to 24 CFR 58.47 for instructions on when a review should be reevaluated.)

To access this screen, open the completed review and select “Reevaluation” in the side menu. This screen can be accessed only from completed reviews.

Users will be asked to note whether the review’s final determination is still valid or not. Users should upload supporting documentation or provide a statement to support the conclusion made.

Users can use the side menu to navigate through the review and make updates. A summary of the updates should be included on this screen.

If the original findings are still valid, a new RROF is not required. For Environmental Assessments, if a FONSI notice has already been published, no additional publication of a FONSI is required.

If the original findings are no longer valid, Users will be instructed to prepare a new EA or EIS.

**1161 - Reevaluation of a Completed Review (58)** Project Name: ER---Main-St

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:

- 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.
- 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
- 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  still valid?

Yes

No

Provide a statement or attach a memo documenting your compliance:

Next Screen	Exempt	CENST	CEST	EA	EIS
<a href="#">Navigation Screen</a>	<a href="#">Dashboard</a>	<a href="#">Dashboard</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>	N/A

# TIERED REVIEWS

## Navigating Tiered Reviews

HEROS allows Users to develop and document tiered reviews within the system. To start, view, or edit tiered reviews, click <Go to tiered reviews> on the My Environmental Reviews Dashboard.

**My Environmental Reviews (50/58)**

HEROS integrates guidance and assistance into the environmental review format, but it is not a substitute for learning and un Responsible Entities are urged to attend regular environmental trainings lead by HUD staff and ensure that they are familiar w review records are accurate and complete.

Start a new environmental review

Go to tiered reviews ⓘ

Select	Name of Project ⇅	City ⇅	State ⇅	Status ⇅	Level of Review ⇅
<input type="radio"/>	ER-Pine-St	Beaver Creek	WI	Completed	EIS
<input type="radio"/>	ER--Main-St			Completed	EA

Edit selected environmental review

View selected environmental review

### Tiered Review Dashboard Navigation

The tiered review link brings Users to the My Tiered Reviews Dashboard. This dashboard includes much of the same functionality as the [My Environmental Reviews Dashboard](#).

**My Tiered Reviews (50/58)**

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 req of development or when site-specific analysis or mitigation is not currently feasible and a more narrow or focused analysis is better done at a later date. Tiering is not 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 revie addressed in this system. Responsible Entities are urged to attend regular environmental trainings lead by HUD staff and ensure that they are familiar with all releva responsible for ensuring that their environmental review records are accurate and complete.

Start a new broad-level/Tier 1 review

(1 of 7) | 1 2 3 4 5 6 7 | 1

Name of Project ⇅	City ⇅	State ⇅	Status ⇅	Level of Review ⇅	Last Updated ▾	Last Updated by ⇅
					MM/DD/YYYY	

In addition to being able to start, edit, or view a tiered review, Users can also view/add site-specific reviews for an existing broad-level review (Tier 1).

**View/Add a site-specific review**

Click the radio button next to the desired project name, and then click <View/Add a site-specific review>. HEROS then navigates to [Screen 1240](#)–Site-Specific or Second Tier Reviews, where the User can view or modify existing site-specific reviews or add a new site-specific review for the selected broad-level review.

**Tiered Review Navigation and Side Menu**

When editing or viewing a tiered review, a menu bar displays on the left-hand side of the screen. The side menu bar appears after [Screen 1105](#)–Initial Screen has been completed. Use this side menu to navigate throughout the different screens of the review.

The screenshot displays the HEROS interface for a tiered review. On the left is a vertical side menu with the following items: My Tiered Environmental Reviews (circled in red), Initial Screen, Level of Review Determination, Project Summary, Related Laws and Authorities, Environmental Finding Package, Signature and Posting, NOI-RROF, RROF (7015.15), AUGF (7015.16), Complete and Archive, and Site-Specific Reviews. The main content area shows the '1105 - Initial Screen (50/58)' form. At the top of this form is a navigation bar with 'My Environmental Reviews' (circled in blue), Search, Reports, and Admin. The form includes a title '1105 - Initial Screen (50/58)', a creation date 'Environmental Review Record created on September 10, 2013 by HUD', and a legend '\* Indicates that field is required'. The form contains several fields: 'Project Name' with the value 'Homeowner-Rehab', 'HUD Funding Source' with a dropdown menu, and 'Estimated Total HUD Funded Amount' and 'Estimated Total Project Cost', both with the value '500,000'. A table below the funding source field shows 'Grant/Project Number' as '1' and 'HUD Program' as 'Housing'. There is also an 'Add Another Funding Source' button.

**Note:** To return to the Tiered Review Dashboard, click <My Tiered Environmental Reviews> (circled in red) at the top of the left-hand menu. Clicking <My Environmental Reviews> (circled in blue) returns the User to the primary My Environmental Reviews Dashboard.

## HEROS “How To” Videos: Setting up a Broad-Level or Tier 1 Review

This online video demonstrates how to set up a broad-level tiered review (also known as a tier 1 or programmatic review).

The Setting up a Broad-Level or Tier 1 Review is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-setting-up-a-broad-level-or-tier-1-review/>

## Tiered Review Screens

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This section provides an overview of each screen associated with a broad-level tiered review.

A tiered review can be one of three different levels of review: Categorically Excluded Subject to 58.5 (CEST), Environmental Assessment (EA), or Environmental Impact Statement (EIS). Below is a listing of the relevant HEROS screens for each level of review.

The Next Screen table at the bottom of each screen directs the User to the next screen for the different review types as well as a link to return to this screen.

Next Screen	CEST	EA	EIS
Tiered Review Navigation Screen	Hyperlink to Next Screen	Hyperlink to Next Screen	Hyperlink to Next Screen

### Categorically Excluded Subject to §58.5

- [Screen 1101](#)–Review Type
- [Screen 1105](#)–Initial Screen
- [Screen 1210](#)–Tiered Review: Level of Review
- [Screen 1220](#)–Tiered Review: Project Summary
- [Screen 1251](#)–Tiered Review: Related Laws and Authorities
- [Screen 1252](#)–Tiered Review: Written Strategy
- [Screen 6215](#)–CEST Determination
- [Screen 6220](#)–Package Screen
- [Screen 6226](#)–CEST Signature and Posting for Public Comment
- [Screen 6230](#)–Notice of Intent to Request Release of Funds
- [Form 7015.15](#)–Request for Release of Funds and Certification
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6600](#)–Complete and Archive Review
- [Screen 1240](#)–Site-Specific or Second Tier Reviews

## Environmental Assessment

- [Screen 1101](#)–Review Type
- [Screen 1105](#)–Initial Screen
- [Screen 1210](#)–Tiered Review: Level of Review
- [Screen 1220](#)–Tiered Review: Project Summary
- [Screen 1230](#)–Tiered Review: EA Upload
- [Screen 6220](#)–Package Screen
- [Screen 6320](#)–EA Signature and Posting Screen
- [Screen 6330](#)–Notice of Intent to Request Release of Funds and Notice of Finding of No Significant Impact
- [Form 7015.15](#)–Request for Release of Funds and Certification
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6600](#)–Complete and Archive Review
- [Screen 1240](#)–Site-Specific or Second Tier Reviews

## Environmental Impact Statement

- [Screen 1101](#)–Review Type
- [Screen 1105](#)–Initial Screen
- [Screen 1210](#)–Tiered Review: Level of Review
- [Screen 1220](#)–Tiered Review: Project Summary
- [Screen 1370](#)–Environmental Impact Statement
- [Form 7015.15](#)–Request for Release of Funds and Certification
- [Form 7015.16](#)–Authority to Use Grant Funds
- [Screen 6605](#)–Completed Reviews
- [Screen 1240](#)–Site-Specific or Second Tier Reviews

## Tiered Screen 1101–Review Type

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When beginning a new tiered review, the User will be prompted to indicate if the review is a Part 50 or Part 58 review. Select the appropriate Part and click <Save and Continue>.

Note: This Guide focuses exclusively on Part 58 reviews. Specific guidance on Part 50 reviews can be found in the Part 50 User Guide.

**1101 – Review Type (50/58)**

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)

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1105</a>	<a href="#">Screen 1105</a>	<a href="#">Screen 1105</a>

## Tiered Screen 1105–Initial Screen

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once the type of review (Part 50 or Part 58) has been selected, the User must complete the initial screen. This screen includes basic funding and contact information.

**Note:** Required fields are noted by red asterisks. If the User is unable to complete all of the required fields on this screen, the review will not be saved.

My Environmental Reviews   Reports ▾   Admin   Logout

**1105 - Initial Screen (50/58)**

Environmental Review Record created on April 04, 2014 by Liz Zepeda.

\* Indicates that field is required

\* Project Name:

\* 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 Number	HUD Program	Program Name	Funding Amount	Delete
<input type="text"/>	Select Program ▾	Select Program ▾	\$ <input type="text"/>	<input type="checkbox"/>

\* Estimated Total HUD Funded Amount: \$

\* Estimated Total Project Cost: \$

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

No  
 Yes

\* Indicate the date that the environmental review process for this project began:

State / Local Identifier [optional]:

\* Is this project funded by a program administered by a State Agency (i.e. CDBG or HOME)?

No  
 Yes

**Responsible Entity (RE) Information:**

Organization Name: DENVER  
Address: City and County Of Denver  
ROOM 350  
Denver  
Colorado  
80202 - 5337

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

Name:  Title:

E-Mail:  Phone #:  Ext.

Screen Field	Description and Function
Project Name	Choose a unique, easily identifiable name for the project.
HUD Funding Source	Provide the Grant/Project Number from the grant that is funding the project. Select the HUD Program (CPD, PIH, Housing, Healthy Homes and Lead Hazard Control, or Other) from the dropdown menu and the corresponding Program Name. <sup>4</sup> If the HUD Program is not listed, select "Other," and type in the corresponding Program Name. Enter the funding amount.  To add additional funding sources, click <Add Another Funding Source>. To delete a funding source, click the red "X" to the right of the funding amount.
Estimated Total HUD Funded Amount	Enter the estimated sum of all HUD funds associated with the project. Estimated funding amounts should represent the anticipated funding for the entire broad-level review.
Estimated Total Project Cost	Enter total project cost, including HUD funds, state and local funds, funds from other federal agencies, and private funds. Estimated funding amounts should represent the anticipated funding for the entire broad-level review.
Other Federal Agency Assistance	If Yes, use the <Explain> text box that appears once Yes is selected to identify assistance from other federal agencies and their role in the project.
Date ER process began	Indicate the date the environmental review process for this project started (estimate the date if started prior to creating the review in HEROS).
State/Local Identifier	If the Responsible Entity uses an internal project tracking system, enter the corresponding number or other identifier.
State Agency	If Yes, the RROF must be sent to the state agency. If multiple funding sources are used, the RROF should be sent to both the administering state agency and HUD.
RE Information	Enter contact information for the Responsible Entity Preparer.
Certifying Officer Information	Enter contact information for Certifying Officer.
Grant Recipient Information	Enter contact information for Grant Recipient. (Complete this section only if Grant Recipient is NOT the Responsible Entity.)
Consultant Information	Enter contact information for consultant. (Complete this section only if User is a consultant assisting the Responsible Entity with the environmental review.)

After completing all required fields, click <Save and Continue>. This saves the environmental review in HEROS allowing it to be displayed in the Tiered Reviews Dashboard. The review can now be accessed by all HEROS Users associated with the Responsible Entity.

<sup>4</sup> See Appendix 3 for a list of each associated HUD program.

<b>Next Screen</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1210</a>	<a href="#">Screen 1210</a>	<a href="#">Screen 1210</a>

## Tiered Screen 1210–Tiered Review: Level of Review

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Once the basic review information is entered on [Screen 1105](#)–Initial Screen, the User must indicate the level of review required by the scope of the project.

Screen 1210 provides a dropdown list for the User to select the type of review: CEST, EA, or EIS.

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

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

Select level of review

- Categorical Exclusion subject to the Federal laws and authorities cited in §58.5 (CEST)
- Environmental Assessment (EA)
- Environmental Impact Statement (EIS)

If the review is CEST, the User must indicate the applicable CEST citation(s).

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

Select the level of review

Categorical Exclusion subject to the Federal laws and authorities cited in §58.5 (CEST) ▼

Select the applicable CEST Citations:  
[http://edocket.access.gpo.gov/cfr\\_2004/aprqrtr/pdf/24cfr58.35.pdf](http://edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr58.35.pdf)

- 58.35(a)(1)
- 58.35(a)(2)
- 58.35(a)(3)
- 58.35(a)(4)
- 58.35(a)(5)
- 58.35(a)(6)

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1220</a>	<a href="#">Screen 1220</a>	<a href="#">Screen 1220</a>

# Tiered Screen 1220–Tiered Review: Project Summary

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Screen 1220 requires Users to enter information summarizing the project and outlining the scope and intent of the broad-level review. This will include project description, location, maps, and site photos if applicable. Users will also, provide information about the associated activities involved in the project.

**1220 - Tiered Review: Project Summary (50/58)** Project Name: Tiered-1

**\* Description of the Proposed Project [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 what the project is physically doing (e.g. all activities to be undertaken, number and size of affected buildings, etc.) so that a reviewer unfamiliar with HUD programs and terminology can understand its environmental impacts.

---

**\* 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:

Location Information:

---

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

---

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

Screen Field	Description and Function
Description of the Proposed Project	A good project description sets the foundation of an environmental review. Provide a project description that captures the maximum anticipated scope of the proposed project with as much detail as possible, including the number of units affected, the length of time the review will apply, and the types of activities involved. It should include all contemplated actions that logically are, either geographically or functionally, a composite part of the project, regardless of the funding source. 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.
Project Location	Enter a city, state, and zip code in the address fields to be validated by the system. In the location information text box and optional map upload, include information that specifies geographic boundaries where projects will be selected.
Size of Project Area	Indicate the approximate size of the project area. If the project area is expected to be greater than one square mile, provide a justification for the large area covered.
Project Activities	Select the activities that may be included as part of this broad-level review. Activities include: <ul style="list-style-type: none"> <li>• Acquisition</li> <li>• Leasing</li> <li>• Maintenance</li> <li>• Repair/Improvement/Rehabilitation</li> <li>• New Construction/Reconstruction</li> <li>• Demolition</li> <li>• Disposition</li> <li>• Removal of Architectural Barriers</li> <li>• Soft Costs</li> </ul>
Length of Time for Review	Select the length of time the tiered review covers (1-5 years).
Number of Dwelling Units	Indicate the maximum number of dwelling units that will be affected by activities associated with this review.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1251</a>	<a href="#">Screen 1230</a>	<a href="#">Screen 1370</a>

## Tiered Screen 1230–EA Upload

Type of Tiered Review	CEST	EA	EIS
Applicable?		<input checked="" type="checkbox"/>	

Complete the broad-level Environmental Assessment (EA), including all determinations and signatures, outside of HEROS. The broad-level review should include an evaluation of decision-relevant issues and establish the policy or process for completing site-specific reviews.

Once the broad-level EA is complete, upload it to HEROS via Screen 1230. Note: uploading the full EA may require attaching many separate documents, including all required supporting documentation.

If the broad-level review results in a Finding of Significant Impact, an EIS is required and the User should modify the level of review in [Screen 1210](#)–Tiered Review: Level of Review and commence an EIS.

**Note:** HUD does not have a required format for EA-level tiered reviews. Users should work closely with their local HUD Field Environmental Officers to develop tiered EA reviews.

**1230 - Tiered Review: EA Upload (50/58)**
**Project Name: Tiered-1**

**Upload your completed Broad Level Review here:**

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. 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 signed 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 and change the level of review to EIS.

File Upload:

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	N/A	<a href="#">Screen 6220 OR Screen 6205 if Partner User</a>	N/A

**Partner User Note:** At this point, Partner Users would proceed to Screen 6205 – Preparer Notification.

## Tiered Screen 1251–Tiered Reviews: Related Laws and Authorities

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>		

When completing a tiered review, Users must indicate broad-level compliance with the sixteen (16) related federal laws, authorities, and statutes listed in 58.5 and 58.6. Users should review the citation and description for each law or authority and determine if compliance can be achieved at the broad level or if compliance must be completed at the site-specific level.

**Note:** If the full scope of the project, including all potential activities, can be determined to be in compliance with a factor, it can be completed at the broad level. For example, if the entire project area considered by the review is in an interior county without a coastline, then the broad-level review may find that the project is in compliance with the Coastal Barrier Resources Act and the Coastal Zone Management Act.

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
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §50.4 &amp; 58.6</b>			
<b>Airport Hazards</b> [Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D]	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="button" value="Upload"/>
<b>Coastal Barrier Resources</b> [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]	<input checked="" type="radio"/> Yes <input type="radio"/> No	The entire area where applications will be accepted is in an interior county without coast barrier resource units.	<input type="button" value="Upload"/>
<b>Flood Insurance</b> [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]]	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="button" value="Upload"/>

Complete the following fields for each row.

Screen Field	Description and Function
Was compliance achieved at the broad-level review?	<p>Select Yes or No.</p> <p>If the User determines that compliance has been achieved at the broad level and there is no need for site-specific follow-up, select Yes.</p> <p>If further review or compliance action is required at the site-specific level, select No.</p>

Describe compliance determinations	<p>If the User selects Yes above, this column becomes text editable as illustrated for the Coastal Barrier Resources row in the 1251 screenshot.</p> <p>Describe how compliance was achieved at the broad level and why analysis is not required at the site-specific level in this column.</p> <p>If the User selects No above, this column remains greyed out.</p>
Supporting documentation	Upload documentation in support of the compliance determination.

<b>Next Screen</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1252</a>	N/A	N/A

## Tiered Screen 1252–Tiered Review: Written Strategy

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>		

After indicating compliance determinations for the sixteen (16) Federal laws and authorities on [Screen 1251](#)–Tiered Reviews: Related Laws and Authorities, Users must develop written policies, protocols, or standards that will be followed for the factors for which compliance could not be achieved at the broad level. These protocols may not merely state that the factor will be addressed in the site-specific review, but must define a strategy including procedures to be followed to determine compliance and dismiss sites for each associated law or authority.

**Note:** The fields that appear in Screen 1252 are only for those laws or authorities for which the User indicated compliance was not achieved in [Screen 1251](#)–Tiered Reviews: Related Laws and Authorities. Users can move back and forth between each screen using the buttons at the bottom of the screens.

**1252 –Tiered Review: Written Strategy (50/58)**
**Project Name: Homeowner-Rehab**

**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 site-specific review.

**\* Noise Abatement and Control** [Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B]

**\* Wild and Scenic Rivers** [Wild and Scenic Rivers Act of 1968, particularly section 7(b) & (c)]

**\* Environmental Justice** [Executive Order 12898]

For each field, the User must provide the policy, standard, or process to be followed for the site-specific review. At the bottom of the page, the User should upload all supporting documents. If the User has prepared a site-specific format or checklist to assist with the

preparation of site-specific reviews, this should be uploaded at the bottom of the screen as well.

**Note:** If the <Save and Continue> button is greyed out, it means that one or more required fields in [Screen 1251](#)–Tiered Reviews: Related Laws and Authorities or Screen 1252 has not been completed. Review these screens and confirm that all necessary fields are complete before continuing.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6215 OR Screen 6205 if Partner User</a>	N/A	N/A

**Partner User Note:** At this point, Partner Users would proceed to Screen 6205 – Preparer Notification.

## Tiered Screen 1370–Environmental Impact Statement

Type of Tiered Review	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>

Once the Tiered EIS is finished and the Record of Decision has been made, complete Screen 1370 and the remaining HEROS screens by selecting <Save and Continue>.

1370 - Environmental Impact Statement (50/58)	Project Name: ER-Pine-St
<p>Consult the following website about filing your EIS here:  <a href="https://www.onecpd.info/environmental-review/environmental-impact-statements">https://www.onecpd.info/environmental-review/environmental-impact-statements</a></p> <p>When you have completed your Final EIS, return to this screen to answer questions 1 and 2.</p> <p>1. Were any <b>scoping meetings</b> held?</p> <p><input type="radio"/> Yes  <input type="radio"/> No</p> <p>2. Enter the Record of Decision (ROD) date:</p> <p><input type="text"/> <input type="button" value="📅"/></p>	
<input type="button" value="Save and Exit"/>	<input type="button" value="Save and Continue"/>

Screen Field	Description and Function
Were any scoping meetings held?	If Yes, enter the dates of the meeting. If No, explain why no meetings were held.
Enter the Record of Decision Date	Enter the official date the Record of Decision was issued.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	N/A	N/A	<a href="#">Screen 7015.15</a>

## Tiered Screen 6215–CEST Determination

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>		

Once Screen 1251–Tiered Reviews: Related Laws and Authorities and Screen 1252–Tiered Review: Written Strategy are complete, the User must make the Environmental Finding for the review. Indicate if extraordinary circumstances exist requiring the preparation of an Environmental Assessment or if the project can remain CEST.

If an EA is required, a popup will notify the User to go back to the Tiered Review Dashboard to begin a new EA-level tiered review.

**6215 – CEST Determination (50/58)** **Project Name: Homeowner-Rehab**

Document your determination by selecting one of the options below:

Extraordinary circumstances 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.

### HEROS “How To” Videos: Completing a Categorically Excluded Broad-Level or Tier 1 Review

This online video demonstrates how to complete a categorically excluded broad-level tiered review.

The Completing a Categorically Excluded Broad-Level or Tier 1 Review video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-completing-a-categorically-excluded-broad-level-or-tier-1-review/>

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6220</a>	N/A	N/A

## Tiered Screen 6220–Package Screen

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

From this screen, Users can generate a Microsoft Word version of the Environmental Review Record (ERR) for internal review. For tiered Environmental Assessment (EA) reviews, this will simply be a cover page to package the tiered EA that was uploaded into the system.

It is the User’s responsibility to ensure that the ERR is complete at this time. Review the preview of the ERR and confirm that all required fields are complete and uploaded documents appear as hyperlinks.

**Note:** The system-generated file name for the ERR is “heros-download-...” followed by a long string of numbers. Users are encouraged to save a local copy and modify the file name to fit with internal document management standards.

6220 – Package Screen (50/58)	Project Name: Homeowner-Rehab
<p>Generate and review the preview of the environmental review record, taking special care to ensure that all questions have complete and accurate res documentation. It is your responsibility to ensure that your review is complete. If necessary, use the menu on the left side of this screen to navigate thr screens.</p>	
<input type="button" value="Generate preview of environmental review record"/>	<input type="button" value="Save and Continue"/>

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6226</a>	<a href="#">Screen 6320</a>	N/A

# Tiered Screen 6226–CEST Signature and Posting for Public Comment

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>		

Once the environmental review analysis has been completed for a CEST review that does not convert to an Environmental Assessment, the environmental review must be signed by the approving official. Then the Environmental Review Record (ERR) will be made accessible on the [HUD Exchange Environmental Review Records website](#) during the public comment period.

**Note:** The public notice and commenting process occurs outside of HEROS. Use this screen to post the Environmental Review Record on HUD’s website. The User can reference this website in their notice.

**6226 – CEST Signature and Posting for Public Comment Screen (58)** Project Name: Homeowner-Rehab

**Step One:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

Indicate the date the Environmental Review Record was signed:

**Step Two:** Indicate the closing date of the public comment period:

**Step Three:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

**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 [HYPERLINK] within 24 hours for the duration of the public comment period. You may wish to provide a link to this website when posting your NOI-RRROF.

	Screen Field	Description and Function
Step One	Print Signature Page	Generate a Microsoft Word document with the appropriate signature lines. Print this page, obtain all required signatures, and scan the signed document.
	Upload Signature Page	Upload the signed signature page.
	Indicate date of signature	Use the calendar icon to select the date the review was signed by the approving official.
Step Two	Indicate closing date for public comment	Use the calendar icon to select the date the public comment period will close. Note on counting days: Comment periods start the day <i>after</i> public notice, and submission to HUD cannot occur until the day

		<i>after</i> the public comment period ends. Refer to 24 CFR 58.43 and 58.45 for public comment process.
Step Three	Provide address for public comment	List the address (mailing or electronic) for the public to submit comments regarding the review. This will appear in the HEROS-generated Environmental Review Record.
Step Four	Generate and post review	Click the <Generate and post review record> button to publish the review on the HUD website.

<b>Next Screen</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6230</a>	N/A	N/A

# Tiered Screen 6230–Notice of Intent to Request Release of Funds

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>		

Users are required to publish a Notice of Intent to Request Release of Funds (NOI-RROF) prior to issuing the RROF. Users should complete Screen 6230 following the public notice of the NOI-RROF and the completion of the public comment period.

**6230 - Notice of Intent to Request Release of Funds (NOI-RROF) (58)**

**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 and public comment periods would prevent the giving of assistance during a Presidentially-declared disaster or during a Presidential emergency, or by an elected official of the responsible entity who has proclaimed that there is an immediate need for public action to prevent or minimize the effects of a disaster or emergency.

Did you receive any public comments?

No

Yes

If you *did* receive public comments, upload both comments received and your responses, including a summary

If you decided to make changes to the environmental review in response to public comments, integrate those changes into the menu to navigate.

Screen Field	Description and Function
Indicate means of providing public notice for NOI-RROF	<p>Users should select if notice was published or posted. Users can select more than one option.</p> <p>Users should also indicate if the RE and HUD public comment periods were combined.</p>

Did you receive any public comments?	<p>Select Yes or No. If Yes, a text box and &lt;Upload&gt; button will appear. The User should upload comments received and responses given, and provide a summary of any changes made to the environmental review in response to the comments.</p> <p>If changes are required to the environmental review as the result of public comments, make those changes prior to proceeding to the RROF screen.</p>
--------------------------------------	---

<b>Next Screen</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 7015.15</a>	N/A	N/A

## Tiered Screen 6320–EA Signature and Posting Screen

Type of Tiered Review	CEST	EA	EIS
Applicable?		<input checked="" type="checkbox"/>	

Once the environmental review analysis has been completed for the Environmental Assessment, the environmental review must be signed by the approving official. Then the Environmental Review Record (ERR) will be made accessible on the [HUD Exchange Environmental Review Records website](#) during the public comment period.

**Note:** The public notice and commenting process occurs outside of HEROS. Use this screen to post the Environmental Review Record on HUD’s website. The User can reference this website in their notice.

**6320 – EA Signature and Posting Screen (58)**
**Project Name: ER-Pine-St**

**Step 1:** Print the signature page. After the necessary signatures are obtained, scan and upload the document.

Upload signed signature page:

Indicate the date the Environmental Review Record was signed:

Was the final determination?

Finding of No Significant Impact (FONSI)

Finding of Significant Impact (FOSI)

**Step 2:** Indicate the closing date of the public comment period:

**Step 3:** Provide the address (email and/or street address) where the public should direct their comments during the public comment period:

**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> 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.

	Screen Field	Description and Function
Step One	Print Signature Page	Generate a Microsoft Word document with the appropriate signature lines. Print this page, obtain

		all required signatures, and scan the signed document.
	Upload Signature Page	Upload signed signature page.
	Indicate date of signature	Use the calendar icon to select the date the review was signed by the approving official.
	Indicate the final determination	If FONSI, complete Steps 2-4 displayed on the screenshot above.  If it is a Finding of Significant Impact, User will be directed to <a href="#">Screen 6600</a> –Complete and Archive Review to archive the Environmental Assessment and begin a new Environmental Impact Statement for the project.
Step 2	Indicate closing date for public comment	Use the calendar icon to select the date the public comment period will close. Note on counting days: Comment periods start the day <i>after</i> public notice, and submission to HUD cannot occur until the day <i>after</i> the public comment period ends.
Step 3	Provide address for public comment	List the address (mailing or electronic) for the public to submit comments regarding the review. This will appear in the HEROS-generated Environmental Review Record.
Step 4	Generate and post review	Click the <Generate and post review record> to publish the review on the HUD Exchange website.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	N/A	<a href="#">Screen 6330</a>	N/A

## Tiered Screen 6330–NOI-RROF and Notice of FONSI for EA Projects Only

Type of Tiered Review	CEST	EA	EIS
Applicable?		<input checked="" type="checkbox"/>	

Users are required to publish a Notice of Intent to Request Release of Funds (NOI-RROF) prior to issuing the RROF. Users should complete Screen 6330 following the public notice of the NOI-RROF and the completion of the public comment period.

**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)** Project Name: ER--Main-St

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

Click here if you are combining RE and HUD public comment periods. ⓘ  
 Click here if you made your FONSI available for public comment for 30 days. ⓘ

Did you receive any public comments?

No  
 Yes

Screen Field	Description and Function
Indicate means of providing public notice	Select the mean(s) for providing public notice for the NOI-RROF.
Did you combine FONSI and NOI-RROF notices to run concurrently?	Select Yes or No.  Also, indicate if the RE and HUD public comment periods were combined and if the FONSI comment period was 30 days.
Indicate if you received any public comments.	Indicate Yes or No. If Yes, a text box and <Upload> button will appear. The User should upload comments received and responses given, and provide a summary of any changes made to the environmental review in response to the comments.  If public comments resulted in changes to the environmental review, integrate those edits into the review at this point.

**Note:** If the review results in a Finding of Significant Impact because of public comments, select the appropriate radio button. The User will be instructed to archive the review on [Screen 6600](#)–Complete and Archive Review and commence an EIS.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	N/A	<a href="#">Screen 7015.15</a>	N/A

## Tiered Form 7015.15–Request for Release of Funds and Certification

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Screen 7015.15 is an electronic version of the paper-based [HUD Form 7015.15](#) (OMB #2506-0087) and is submitted via HEROS in lieu of the paper-based form when using HEROS.

**Note:** If any Users are unable to complete the form in HEROS or if more than one 7015.15 is required, upload a completed paper version of the form at the top of the screen. Users may complete the 7015.15 Form within HEROS utilizing the Assign Review feature. Upon selecting “The Certifying Officer will certify the review in HEROS” radio button, the screen will populate with the additional fields.

For projects that require a Request for Release of Funds and Certification (RROF), Users must complete Screen 7015.15. Only Responsible Entity Users with “Prepare 7015.15” privileges may edit Part 1 of Form 7015.15.

Certain information entered on [Screen 1105](#)–Initial Screen and Screen 1125–Project Summary is copied into the RROF. Users should confirm that all imported information is correct before completing this screen.

**Note:** All fields that copy information from previous screens are also editable on this page if the User needs to update or correct information for any reason. Edits to the information on this screen will not be reflected in the original screens from where the information was copied.

This screen will populate dynamically based upon the User’s radio button selection. If choosing “The Certifying Officer completed a paper 7015.15” button, the User will be required to upload the completed form. If choosing “The Certifying Officer will certify the review in HEROS” button, the User will be required to assign the review to the Certifying Officer. Only those users that have the “Sign as RE” privileges will be able to complete the newly generated fields on this screen. Users without the “Sign as RE” privilege should leave the field blank and assign the review to the Certifying Officer.

<b>7015.15 - Request for Release of Funds and Certification</b>	<b>Project Name: CEST-Project-Test</b>
<p>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.</p> <p><b>* Upload the notice to the public in accordance with 24 CFR 58.70 here:</b></p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 5px 0;">Upload</div> <p>Indicate whether the Certifying Officer completed the 7015.15 on paper or whether they will be certifying the review in HEROS:</p> <p><input type="radio"/> The Certifying Officer completed a paper 7015.15</p> <p><input checked="" type="radio"/> The Certifying Officer will certify the review in HEROS</p>	
<p>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.</p>	
<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)</b></p> <p>1. Program Title(s):</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">           Community Development Block Grants (CDBG) (Entitlement)         </div> </div>	

There are two certifications on this form. The Certifying Officer certification in Part 2 is always required. Additionally, if the recipient of funds is not acting as the Responsible Entity, an authorized officer representing the recipient must certify the form in Part 3. Users must have the appropriate "Sign 7015.15" privileges to complete the certifications on this form.

Screen Field	Description and Function
Upload Button	Upload a copy of the public notice demonstrating that the project is in compliance with 24 CFR 58.70.  If any Users are unable to complete the form in HEROS or if more than one 7015.15 is required, upload a completed paper version of <a href="#">Form 7015.15</a> .
<b>Part 1</b>	
Program Title	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
HUD/State Identification Number	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Recipient Identification Number	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
OMB Catalog Number	Enter appropriate OMB Number from the catalog of Federal Domestic Assistance that corresponds to the HUD program.

Name and Address of Responsible Entity	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
For information about this request, contact	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Name and address of recipient (if different from Responsible Entity)	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
HUD/State Agency and Office Unit to receive request	Enter appropriate agency information.
Program Activity/Project Name	<i>Copied from <a href="#">Screen 1105</a>; boxes are editable.</i>
Location	<i>Copied from <a href="#">Screen 1220</a>; boxes are editable.</i>
Program Activity/Project Description	<i>Copied from <a href="#">Screen 1220</a>; boxes are editable.</i>
<b>Part 2</b>	
Environmental Certification	Check all appropriate boxes and enter name, title, and date to certify (Users with “Sign 7015.15” privileges only).
<b>Part 3</b>	
To be completed when the Recipient is not the Responsible Entity	Complete certification if recipient is not the Responsible Entity. Enter name, title, and date to certify (Partner Users with “Sign 7015.15” privileges only can complete this section).
Save and Continue	After completing the screen, Users should click <Save and Continue> to save the information and exit the review until the approving entity (HUD or a state agency) completes the <a href="#">7015.16</a> .

**Partner User Note:** Part 3 of the 7015.15 RROF Screen can only be completed by Partner Users that have the “Sign 7015.15” privileges. If the Partner User does not have these privileges then paper version of 7015.15 should be completed and uploaded in HEROS.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 7015.16</a>	<a href="#">Screen 7015.16</a>	<a href="#">Screen 7015.16</a>

## Tiered Form 7015.16–Authority to Use Grant Funds

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Note:** Screen 7015.16 is an electronic version of the paper-based [HUD Form 7015.16](#) and is submitted in lieu of the paper-based form when using HEROS. As with the paper-based HUD Form 7015.16, this screen may only be completed by HUD and state agency staff to grant authority to use funds.

For projects that require an Authority to Use Grant Funds (AUGF), HUD or state agency Users must complete Screen 7015.16. Certain information entered on [Screen 7015.15](#)–Request for Release of Funds and Certification is copied into the AUGF.

Screen 7015.16 should not be completed until all appropriate waiting periods have elapsed.

**7015.16 – Authority to Use Grant Funds** Project Name: ER--Main-St

Do not complete this screen until all appropriate waiting periods have elapsed.

Were any objections received to releasing the funds?

Yes  
 No

If yes, upload objections received and the response:

If all required users are not able to complete this form within HEROS at this time or if this review requires the approval of both HUD and a state agency, please upload a completed 7015.16 form here:

To: (Name & address of Grant Recipient & name & title of Chief Executive Officer)

BEAR CREEK  
 Wisconsin  
 99999-

Copy To: (name & address of SubRecipient)

We received your Request for Release of Funds and Certification, form HUD-7015.15 on:

Your Request was for HUD/State Identification Number:

Program Activity/Project Description:

Screen Field	Description and Function
Were any objections received to releasing funds?	Yes or No. If Yes, upload a document describing the objections received and the corresponding response.
Upload Button	If any Users are unable to complete the form in HEROS or if the review requires approval from both the state and HUD, upload a completed paper version of form <a href="#">7015.16</a> .

Name and Address of Grant Recipient and Chief Executive Officer	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Copy to	<i>Copied from <a href="#">Screen 7015.15</a>, if applicable. The Responsible Entity, if different than the recipient.</i>
We received form 7015.15	<i>Date RROF notification email was sent on <a href="#">Screen 7015.15</a>.</i>
Your request was for HUD/State Identification Number	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Program Activity/Project Description	<i>Copied from <a href="#">Screen 7015.15</a>.</i>
Certification	Check all appropriate boxes and enter name, title, and date to certify (Users with “Sign 7015.16” privileges only).
Assign Review to Preparer	To return form 7015.15 to the Responsible Entity, select Assign Review in the side menu. Assign the review to the RE contact as directed by the local HUD office.

When the form is complete, HUD or the state agency will need to assign the review back to the RE Preparer. HUD Users are strongly encouraged to follow up with their Responsible Entity contact by phone or email to confirm that this form is shown as completed on the RE Users end.

After HUD has completed the 7015.16 screen and the review had been reassigned back to the RE, the Preparer would go to [Screen 7015.16](#), and press <Save and Continue> to proceed to [Screen 6600](#)–Complete and Archive Review. Clicking the <Archive> button will update and archive the complete Environmental Review Record on the [HUD Exchange Environmental Review Record website](#).

After the review has been archived, select the <Finish> button. The review will change from “In progress” to “Completed” or “Completed, Conditioned on Mitigation.”

Changes may be made to the Environmental Review Record after its completion to reflect any updates or new information.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6605</a>

## Tiered Screen 6600–Complete and Archive Review

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Once the User has completed the environmental review or added a site-specific review under a broad-level review, they must archive the review for posting on the HUD website and finish the review.

Clicking <Archive> posts the review to HUD Exchange’s Environmental Review Records website(<https://www.hudexchange.info/programs/environmental-review/environmental-review-records/>) for five years.

Once the review has been archived, Users should indicate that the review is finished. Clicking the <Finish> button causes the review to be marked either “Completed” or “Completed, conditioned on mitigation.” After the review is has been completed, Users can still edit it from the Tiered Review Dashboard.

Archiving an edited review updates the review on the HUD Exchange website.

**6600 – Complete and Archive Review (50/58)** **Project Name: Homeowner-Rehab**

Archive the Environmental Review Record, Pressing the Archive button will update and archive the complete Environmental Review Record on the <https://www.onecpd.info/environmental-review/environmental-review-records> within 24 hours.

You may continue to update the Environmental Review Record after it has been archived. If this review is conditioned on completing mitigation, you 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 ea screen and press the Archive button to update the archived version of the environmental review record.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 1240</a>	<a href="#">Screen 1240</a>	N/A

## Tiered Screen 6605–Completed Reviews

Type of Tiered Review	CEST	EA	EIS
Applicable?			<input checked="" type="checkbox"/>

Users completing an EIS are directed to Screen 6605 once Screen 7015.16–Authority to Use Grant Funds has been completed. Clicking the <Finish> button causes the review to be marked “Completed.” Users can still edit the review from the Tiered Review Dashboard.

**6605 – Complete Reviews (50/58)** **Project Name: ER-Pine-St**

To complete your review, press the “Finish” button below.

Next Screen	CEST	EA	EIS
<a href="#">Tiered Review Navigation Screen</a>	N/A	N/A	<a href="#">Screen 1240</a>

## Tiered Screen 1240–Site-Specific or Second Tier Reviews

Type of Tiered Review	CEST	EA	EIS
Applicable?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Following the completion of the broad-level review, Users must complete site-specific reviews for individual activities or projects covered under the broad-level review.

Site-specific reviews should be completed outside of HEROS and uploaded via Screen 1240. Screen 1240 can be accessed using the side menu within the tiered review or from the My Tiered Reviews Dashboard. Click on “View/Add a site-specific review” button located under the current Tiered Reviews assigned to the User.

**1240 - Site-Specific or Second Tier Reviews (50/58)**
**Project Name: Homeowner-Rehab**

Ensure that the information provided on this screen and in the attached documents does not violate HUD’s guidance on sensitive information. Be cautious of information that may endanger certain types of projects, such as domestic violence shelters. If your project location is sensitive and should be kept confidential, do not enter the street address or the services provided by the facility. Note that to maintain a degree of privacy does not mean a diminution of the environmental review process. The same level of technical analysis and performance of environmental review requirements must be achieved in compliance with HUD environmental review requirements.

**Site-Specific Review Name** \*

**Site Address:**

\* Street  \* City

\* State  \* Zip

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

File Upload:

Users must enter the name and address of the site-specific review and select <Validate Address> to enable HUD to geocode the site. Upload the completed review using the <Upload> button. The completed review may be uploaded as one document or in multiple uploads.

If the broad-level review has been archived, click <Save and Continue> to attach the site-specific or second tier review.

To add site-specific reviews, click <Add>.

**Note:** Site-specific reviews should not be uploaded to HEROS if the broad-level tiered review was completed outside of HEROS. Users should begin inputting their tiered reviews in HEROS only when they have a new broad-level environmental review to process.

### HEROS “How To” Videos: Adding a Site-Specific or Tiered 2 Review

This online video demonstrates how to add site-specific or tier 2 reviews to a broad-level or tier 1 review.

The Adding a Site-Specific or Tiered 2 Review video is available on HUD Exchange at: <https://www.hudexchange.info/training-events/courses/heros-e-tutorial-adding-a-site-specific-or-tier-2-review/>

<b>Next Screen</b>	<b>CEST</b>	<b>EA</b>	<b>EIS</b>
<a href="#">Tiered Review Navigation Screen</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>	<a href="#">Screen 6600</a>

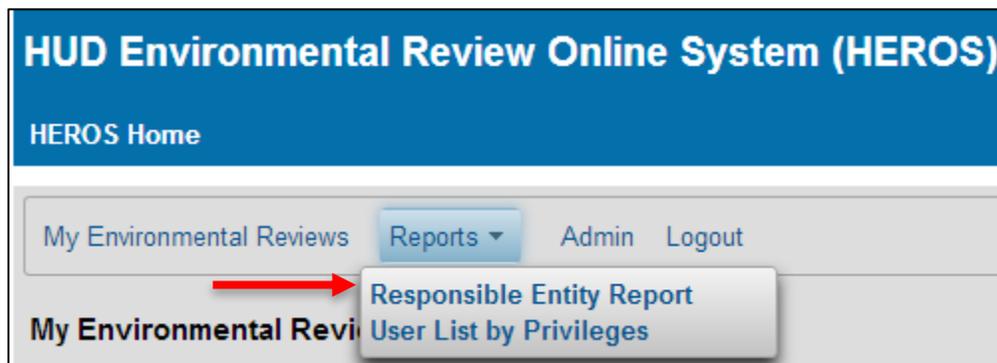
# REPORTS

Responsible Entities can generate a report in HEROS to review summary data associated with environmental reviews developed within the system over a given period. They can also generate the User List by Privileges Report to view the Users (Partner Users) associated with the Responsible Entity and their privileges.

## Generating Reports

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To create a report, click <Reports> on the [HEROS main menu bar](#) and select <Responsible Entity Report> or <User List by Privileges> from the dropdown menu.



Clicking <Responsible Entity Report> or <User List by Privileges> brings the User to the MicroStrategy screen. This may open a new window or tab depending on the User's browser settings. The functions of this screen are explained on the following page.

The screenshot shows a web-based form titled "Index" with a close button (X). The form is divided into three main sections:

- 1. Date Range: From (Required)**: A text input field with a calendar icon. A red circle labeled "1" is around the calendar icon.
- 2. Date Range: To (Required)**: A text input field with a calendar icon. Below it are two radio buttons: "Your selection:" (selected) with the date "9/22/2013" and "The default selection is: Today (9/22/2013)". A red circle labeled "2" is around the "Your selection:" radio button.
- 3. Responsible Entity**: A section titled "Choose elements of Responsible Entity." with a "Search for:" input field and a "Match case" checkbox. Below are two columns: "Available:" containing "BEAR CREEK", "WASHINGTON", and "Washington DC"; and "Selected:" containing "(none)". A red circle labeled "3" is around the "Responsible Entity" section header. Between the columns are several arrow buttons for moving items.

At the bottom left, there is a red circle labeled "4" around the "Export" button. To its right is a "Cancel" button. The page number "1 - 3 of 3" is visible at the bottom center.

### MicroStrategy Screen

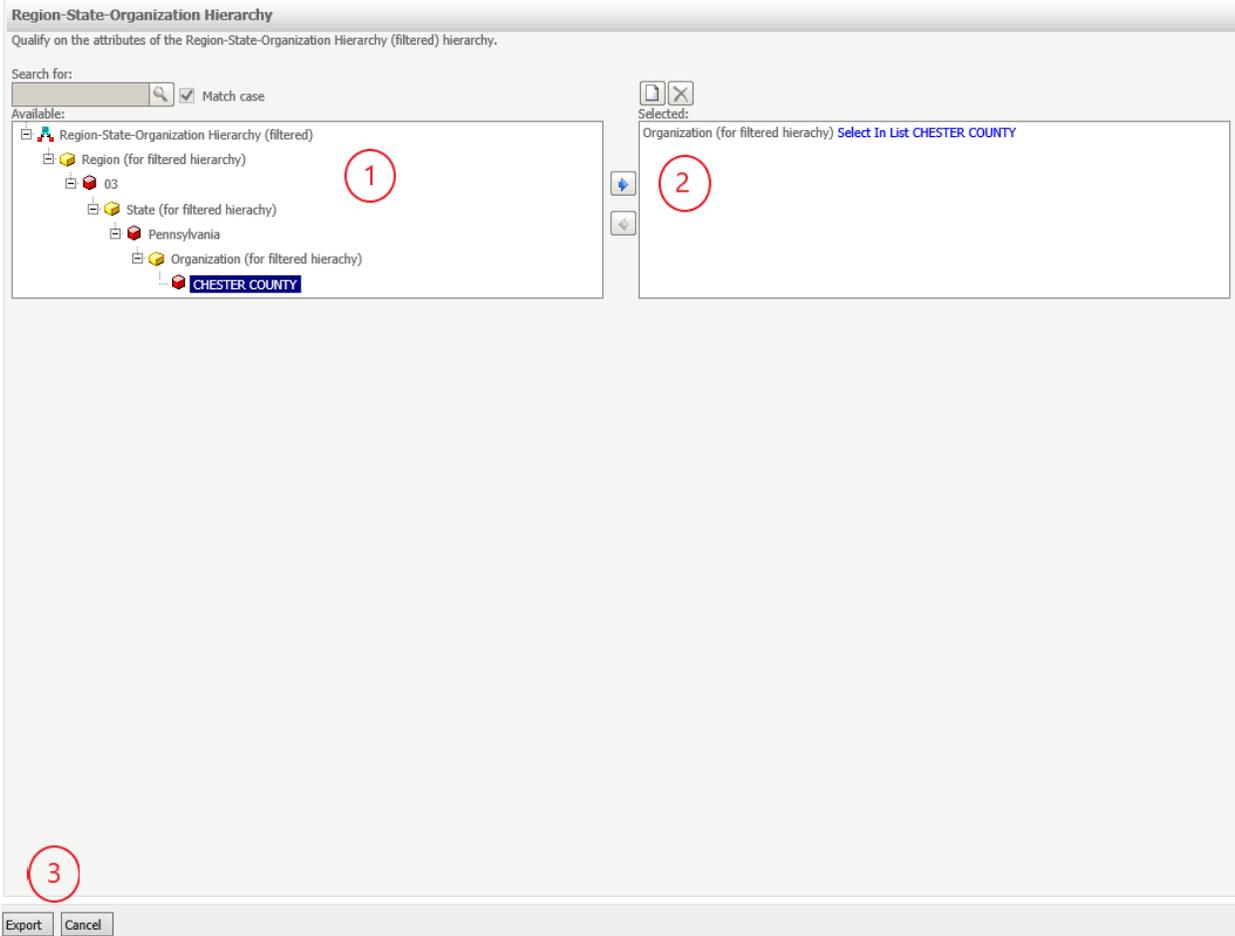
1. Enter a start date for the reporting period. Either enter the date using the mm/dd/yyyy format or use the calendar icon to select a date.
2. Enter the end date for the reporting period. Either enter the date using the mm/dd/yyyy format or use the calendar icon to select a date. The system defaults to today's date.
3. Select the desired Responsible Entity. Click on the name of the Responsible Entity in the Available column to highlight in blue and then click the blue arrow to move the Entity to the Selected column. Note: The system will display all Responsible Entities for which the User has access.
4. Once the User has entered a date range and selected a Responsible Entity(s), click <Export> at the bottom of the window.

Once the User clicks <Export>, HEROS will produce a PDF report. Depending on the User's browser settings, it will either open as a new tab or prompt the User to save the file.

## Responsible Entity Report

The Responsible Entity Report includes the following information.

Section	Description
User Information	All Users associated with the Responsible Entity and their email addresses and telephone numbers.
Completed Reviews	The number of reviews completed per year (if the report spans multiple years, the report will list reviews completed for each year). The report also lists completed reviews by the level of review.
Grantee Sub-recipients	Any sub-recipients or non-Responsible Entities for which the Responsible Entity has conducted reviews.
Summary of Activities	Basic summary data for the associated projects including activities completed, projects resulting in a change in land use, and the planned use for each property.
Laws and Authorities	The laws and authorities listed on <a href="#">Screen 2005</a> –Related Laws and Authorities and the share of projects that required compliance or mitigation for each law or authority.
Tiered Reviews	The total number of completed broad-level reviews by level of review and activities covered.
Site-Specific (Tier 2) Reviews	<p>The total number of completed site-specific reviews. This includes the following descriptive statistics comparing broad-level reviews and site-specific reviews:</p> <ul style="list-style-type: none"> <li>• Ratio of Tier 1 reviews to site-specific reviews.</li> <li>• Average number of site-specific reviews prepared for each broad-level review.</li> <li>• Average number of years covered by a broad-level review.</li> <li>• Average number of dwelling units or lots covered by a broad-level review.</li> </ul>
Tiered Compliance Factors	The laws and authorities listed on <a href="#">Screen 2005</a> –Related Laws and Authorities and the share of projects for which compliance was achieved at the broad level.



### MicroStrategy Screen

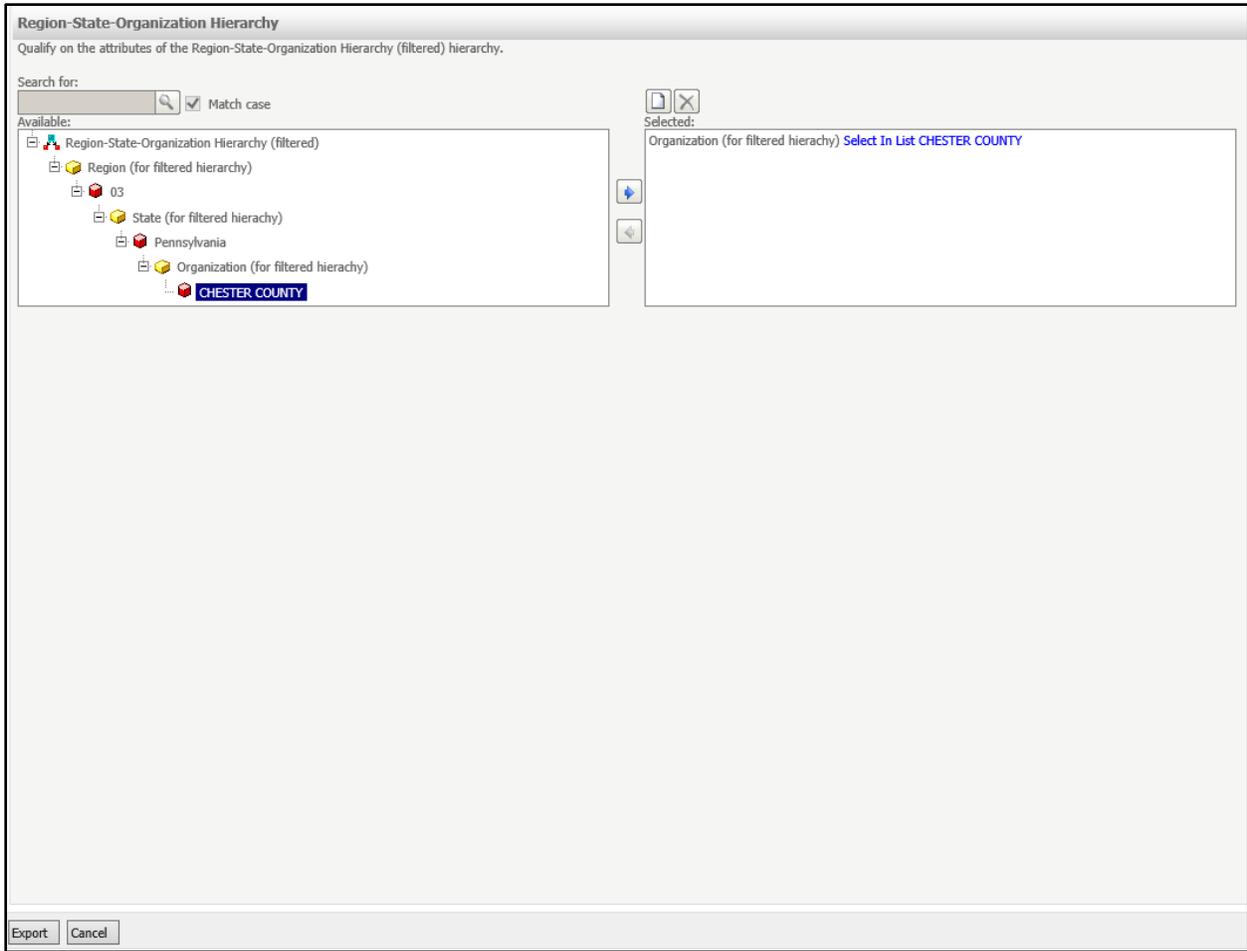
1. Follow the drilldown menu to choose the correct Responsible Entity.
2. Upon highlighting the correct Responsible Entity, click the blue arrow pointing to the right to move the Responsible Entity to the “Selected” window.
3. Once the User has selected a Responsible Entity, click <Export> at the bottom of the window.

Once the User clicks <Export> HEROS will produce a PDF report. Depending on the User’s browser settings, it will either open as a new tab or prompt the User to save the file.

## User List by Privileges

---

The User List by Privileges Report displays all Users and their privileges associated with the Responsible Entity (RE). This includes RE staff as well as Partner users who work with the RE on environmental reviews. The report includes a chart with the following information: User ID, First Name, Last Name, Access (A for Active and I for Inactive), and the associated privileges (X if the User has the privilege and blank if the User does not).



Section	Description
RE	All Users in the Responsible Entity, their access status, and their privileges.
Non-RE	All Users who are associated with the Responsible Entity as non-RE recipients, their access status, and their privileges.
Grantee Sub-recipients	All Users who are associated with the Responsible Entity as consultants, their access status, and their privileges.

# APPENDIX 1 — PART 58 USER ROLES AND

The HEROS Local Administrator can update information for other HEROS Users within their Responsible Entity or for Partner Users associated with the Responsible Entity. The process for the Administrator to make these changes is described in Appendix 2.

## User Roles

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### Responsible Entity

The Responsible Entity is the unit of general local government responsible for making environmental determinations and certifying the environmental review. Responsible Entity Users are employees of the local, tribal, or state government. They can be: staff who prepare, review, or approve environmental reviews; local administrators for HUD systems (such as IDIS or DRGR); or the Certifying Officer of the Responsible Entity (or designated delegate of the Certifying Officer). The Responsible Entity User is legally responsible for the environmental review.

Responsible Entity Users can be assigned the 'privileges' of viewing, creating, editing, and making determinations on Part 58 environmental reviews. Certifying officers or their designees will have the privilege to certify the Request for Release of Funds and Certification (7015.15) as the Certifying Officer. Users can also be granted privileges to run a report summarizing the Responsible Entity's environmental review activities.

### Partner User (Recipient)

Partner User (Recipients) can be nonprofit organizations, public housing authorities, or other recipients of HUD grant funds that are not units of general local government with the authority or capacity to perform environmental reviews. Users with this User Role are able to view, create, and edit Part 58 reviews as well as certify the Request for Release of Funds (7015.15) Part 3 as the Partner User (Recipient). Reviews created or edited by Partner User (Recipients) must be submitted to the Responsible Entity or HUD for finalization.

Partner User (Recipients) can be affiliated with multiple Responsible Entities.

### Partner User (Consultant)

The Partner User (Consultant) role is reserved for Users who are hired by Responsible Entities or HUD to prepare environmental reviews. Users with this User Role are able to view, create, and edit Part 58 reviews. Reviews created or edited by Partner Users (Consultant) must be submitted to the Responsible Entity or HUD for finalization.

Partner User (Consultant) can be affiliated with multiple Responsible Entities.

## HUD

HUD Users may be environmental staff, program staff, or approving officials. Their privileges correspond to their functions as related to the environmental review process.

In the part 58 reviews, HUD staff can view Requests for Release of Funds forms (7015.15), prepare and certify the Authority to Use Grant Funds (7015.16), view environmental reviews for monitoring purposes, and run reports on environmental review data.

HUD staff can also view, prepare, and certify Part 50 reviews.

### User Roles and Privileges

User Role	Privileges Associated with User Role
Responsible Entity	View Part 58 environmental reviews (ERs)
	Create Part 58 ERs
	Edit Part 58 ERs
	Make environmental determinations for Part 58 ERs
	Prepare HUD Form 7015.15
	Sign HUD Form 7015.15 (Certifying Officer)
	HEROS Local Administrator
	View Reports
Partner User (Recipient)	View Part 58 ERs
	Create Part 58 ERs
	Edit Part 58 ERs
	Sign Part 3 of HUD Form 7015.15 (Authorized Officer)
Partner User (Consultant)	View Part 58 ERs
	Create Part 58 ERs
	Edit Part 58 ERs
HUD	View Part 58 ERs
	Prepare and certify HUD Form 7015.16
	View Reports

# APPENDIX 2 — HEROS LOCAL ADMINISTRATOR

Each Responsible Entity can have one or more HEROS Local Administrator. They can be staff who are already IDIS or DRGR administrators or environmental staff. Previously, the HEROS Local Administrator maintained access for Users and changed User privileges. Due to potential security concerns, HUD has modified the HEROS Local Administrator role to change User contact information and reassign environmental reviews.

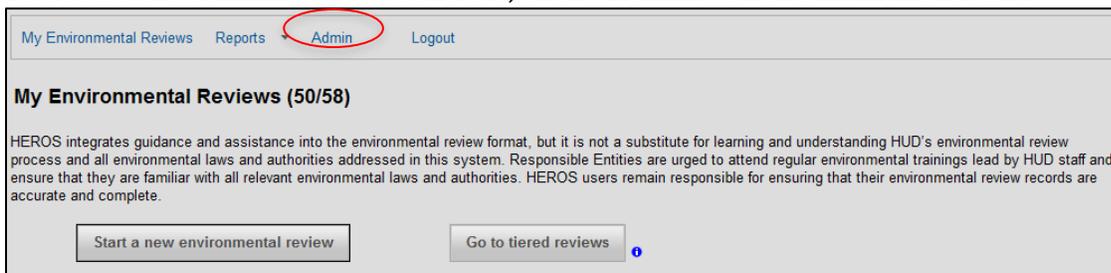
## If you are a HEROS Local Administrator:

In order to demonstrate that you are carrying out the decisions of the Certifying Officer, maintain a copy of all HEROS access email requests for your own records. Keep the correspondence on file to document the User privilege assignments. HUD recommends your organization have at least two Local Administrators—one as the primary and one as the backup.

## Updating a Users Contact Information:

HEROS Local Administrators can update the contact information for Users within their organization.

To access the administrative controls, click <Admin> on the main menu bar.



Administrators can search for a User by entering their first name, last name, or User Login (B or C ID). To search for all associated Users, leave all search criteria blank and click <Search.>

A screenshot of a search form for users. It features three input fields: 'User Login', 'First Name', and 'Last Name'. Below the input fields are four buttons: 'Search', 'Reset', 'Cancel', and 'Add'.

Select the intended User by clicking on the name. Once the User is selected, click <View> or <Edit> to either view the User's current privileges and basic information or edit the same information.

**Note:** Clicking the User's name will bring up that User's basic information. Exit out of this dialogue box before selecting <View> or <Edit.>

Username	First Name	Last Name	Status
821218	John	Doe	Active
812820	Jane	Smith	Active
819582	Neil	Armstrong	Active
819380	Harry	Houdini	Active
821210	Ernie	Alt	Active
817551	Mary	Jarvis	Active
819389	Keith	Stone	Active
828249	Tom	Arnold	Active
841792	Susan	Palmer	Active
829758	Lisa	Simpson	Active

Below the table, there are pagination controls showing "[1 of 19]" and a list of page numbers (1-10). At the bottom, there are three buttons: "Add", "Edit", and "View".

The first screen allows the administrator to view and edit the User's basic information. The administrator can update the Users mailing address, email address, and phone number. If editing any fields, make sure to click <Save>.

**User Profile**

Save Next Back Cancel

User Status: Active

Existing User Roles:  
HUD  
Responsible Entity  
Partner

User Login: C59819  
First Name: John  
Last Name: Doe  
Middle initial:   
Title:   
Supervisor Login:

Address1: 8400 Corporate Drive  
Address2:   
Address3:   
City: Denver State: Colorado Zip: 20785 Zip ext:   
eMail: jd@denver.gov  
Phone Number: (111) 111-1111 Phone Number Ext:  Fax:

View, add or edit role: Responsible Entity

Save Next Back Cancel

### Reassigning Environmental Reviews

The HEROS Local Administrator is the only User that has the ability to reassign environmental reviews that are assigned to other Users. Whether the review is assigned to a User that no longer works with the RE Organization or the review was assign incorrectly, the administrator can select the desired project and reassign the review either to themselves or to another active User.

On the My Environmental Reviews dashboard, make sure the <Show All> radio button is selected.

Start a new environmental review Go to tiered reviews Show All Show Reviews Assigned to Me

Select the desired environmental review to be reassigned. Once the review is selected, click the <Assign> button at the bottom of the screen.

Select	Name of Project	City	State	Status	Level of Review	Last Updated	Assigned To	ER ID	Generate ERX	Cancel or Reopen	Part 50/58
<input checked="" type="radio"/>	Project-5---Sample-Project	Somewhere	CO	In progress	EA	Mon Apr 15 10:21:07 EDT 2019	Joel Warren	900000010030701			Part 58
<input type="radio"/>	EA-Factor-Test	Denver	CO	In progress	EA	Thu Apr 11 13:05:16 EDT 2019	Lauren Hayes	900000010031065			Part 58
<input type="radio"/>	Completing-an-EA	Somewhere	CO	FOSI	EA	Tue Apr 02 10:17:34 EDT 2019	Lauren Hayes	900000010029621			Part 58
<input type="radio"/>	Training-Review	Washington	DC	In progress	CEST	Fri Mar 22 15:49:47 EDT 2019	Lauren Hayes	900000010030347			Part 58
<input type="radio"/>	PIH-Test	Denver	CO	In progress	CENST	Thu Mar 21 13:25:42 EDT 2019	Lauren Hayes	900000010030995			Part 58
<input type="radio"/>	Arena-Homes	Anytown	OH	In progress	EA	Wed Mar 20 14:24:01 EDT 2019	Jessica Suimanjaya	900000010030979			Part 58
<input type="radio"/>	Project-4---New-Construction-of-Multifamily-Development	Denver	CO	In progress	EA	Fri Mar 08 16:40:34 EST 2019	Benjamin Sturm	900000010030693			Part 58
<input type="radio"/>	Project-3---Tenant-Based-Rental-Assistance	Denver	CO	In progress	CENST	Mon Dec 17 10:36:54 EST 2018	Benjamin Sturm	900000010030691			Part 58
<input type="radio"/>	Project-2---Public-Services	Denver	CO	In progress	EXEMPT	Mon Dec 17 10:33:41 EST 2018	Benjamin Sturm	900000010030689			Part 58
<input type="radio"/>	Project-1---Infrastructure-Improvements	Denver	CO	In progress	CEST	Mon Dec 17 10:28:41 EST 2018	Benjamin Sturm	900000010030687			Part 58
<input type="radio"/>	Completing-a-CEST	Somewhere	CO	In progress	CEST	Wed Oct 31 09:49:00 EDT 2018	Lauren Hayes	900000010029619			Part 58
<input type="radio"/>	Completing-a-CENST	Somewhere	CO	Completed	CENST	Wed Oct 17 10:46:21 EDT 2018	Lauren Hayes	900000010029617			Part 58
<input type="radio"/>	Assigning-a-Review	Denver	CO	In progress	CEST_CONV_EXEMP	Wed Oct 10 14:55:55 EDT 2018	Lauren Hayes	900000010028982			Part 58
<input type="radio"/>	Lead-Hazard-Control-Demo	somewhere	CO	In progress	EXEMPT	Wed Jan 17 14:27:05 EST 2018	Lauren Hayes	900000010029469			Part 58
<input type="radio"/>	123-Fake-Street-Renovations	Denver	CO	In progress	CEST	Tue Jul 18 16:48:29 EDT 2017	Liz Zepeda	900000010028849			Part 58
<input type="radio"/>	4627-Pennsylvania	Denver	CO	In progress	CEST	Thu Apr 16 14:20:50 EDT 2015	Victoria McKennan	900000010002071			Part 58
<input type="radio"/>	2305-S-Knox-Ct	Denver	CO	Canceled		Wed Mar 18 13:31:54 EDT 2015	Victoria McKennan	900000010001869			Part 58

[Edit selected environmental review](#)
[View 7015.16 - Authority to Use Grant Funds](#)
[View selected environmental review](#)
[Assign Review](#)
[View Assignment History](#)

On the Assign Review screen, enter the name of the User you would like to assign the review to and click the <Search> button. Or select one of the Users previously assigned to the review. Click the <Assign> button to reassign the review to the new User.

**Assign Review** Project Name: Project-5---Sample-Project

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.

First Name

Last Name

Last Name	First Name	Role	Organization	E-mail	City	State
Hayes	Taylor	HUD		Taylor.R.Hayes@hud.gov	Washington	DC
Hayes	Lauren	Partner	Denver Consultants	lauren.e.hayes@hud.gov	Washington	DC
Hayes *	Lauren	Responsible Entity	DENVER	lauren.e.hayes@hud.gov	Washington	DC
Hayes *	Lauren	HUD		lauren.e.hayes@hud.gov	Washington	DC

(1 of 1)

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

Last Name	First Name	Role	Organization	E-mail	City	State
Warren	Joel	Responsible Entity	DENVER	joel.warren@cloudburstgroup.com	Landover	MD
Sturm	Benjamin	Responsible Entity	DENVER	benjamin.sturm@cloudburstgroup.com	Landover	MD

(1 of 1)

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:



# APPENDIX 3 — LIST OF ASSOCIATED HUD

## Community Planning and Development

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- Community Development Block Grant (CDBG)–Entitlement
- CDBG–Non-entitlement for States and Small Cities
- CDBG–Section 108 Loan Guarantee
- CDBG–Disaster Recovery Assistance
- CDBG–For Insular Areas
- CDBG–Rural Innovation Fund
- HOME Program
- Emergency Solutions Grant Program (ESG)
- Surplus Property for Use to Assist the Homeless (Title V)
- Continuum of Care Program
- Rural Housing Stability Assistance Program
- Economic Development Initiative (Competitive EDI) Grants
- Self-Help Homeownership Opportunity Program (SHOP)
- Capacity Building for Community Development and Affordable Housing
- Housing Opportunities for Persons with AIDS (HOPWA)
- Neighborhood Stabilization Program (NSP)
- Community Challenge Grants
- Pay for Success
- Other CPD Programs

## Rental Assistance Demonstration (RAD)

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- Rental Assistance Demonstration

## Housing: Multifamily FHA

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- Section 8. Renewals of Section 8 contracts with capital improvements
- Section 8(b)(b). Transfer of Project Based Section 8
- Section 202 Supportive Housing for the Elderly
- Section 207 Mortgage Insurance for Manufactured Home Parks
- Section 213 Mortgage Insurance for Cooperative Housing
- Section 220 Urban Renewal and Concentrated Development Areas
- Section 221(d)(3) Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - public, nonprofit, and cooperative mortgagors

- Section 221(d)(4) Mortgage Insurance for new construction or substantial rehabilitation of Multifamily Rental Housing - profit-motivated sponsors
- Section 223(a)(7) Mortgage Insurance Refinance of existing HUD-Insured Multifamily Rental Housing Section 223(f) Mortgage Insurance for the purchase or refinancing of existing apartment projects
- Section 231 Mortgage Insurance for Rental Housing for the Elderly
- Section 241 Mortgage Insurance for Supplemental Loans for Multifamily Projects
- Section 241(a) Mortgage Insurance for Supplemental Loans for Multifamily Projects
- 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.
- Section 247 Insured Mortgages on Hawaiian Home Lands
- Section 248 Mortgage Insurance Programs on Indian Reservations and Restricted Lands
- Section 542 Multifamily Mortgage Risk-Sharing Programs
- Section 542(b). Multifamily Mortgage Risk-Sharing Programs with Qualified Participating Entities
- Section 542(c). Multifamily Mortgage Risk-Sharing Programs with Housing Finance Agencies
- Section 811 Supportive Housing for Persons with Disabilities
- Other Housing Program

## Housing: Single Family FHA

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- Section 203(b) Mortgage Insurance for One- to Four-Family Homes
- Section 203(k) Rehab Mortgage Insurance
- Section 204(g) Single Family Property Disposition Program
- Section 234(d) Mortgage Insurance for Construction or Substantial Rehabilitation of Condominium Projects

## Housing: Healthcare – Office of Residential Care Facilities (ORFC)

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- Section 223(d) Mortgage insurance on operating loss loans for residential care facilities with FHA insured first mortgages
- 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 Blended Rate. Mortgage insurance for residential care facilities with the combination of a refinance and a construction loan
- 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 232(i) Mortgage insurance on loans for fire safety equipment installation, with or without an existing FHA loan.

## Public and Indian Housing

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- Housing Choice Voucher Program
- Homeownership Voucher Assistance
- Project-Based Voucher Program
- Public Housing Operating Fund
- Public Housing Capital Fund (including CFFP and other grants)
- Revitalization of Severely Distressed Public Housing (HOPE VI)
- Choice Neighborhoods
- Public Housing Homeownership (Section 32)
- MTW Block Grant
- Indian Community Development Block Grant (ICDBG) Program
- Indian Housing Block Grant (IHBG) Program
- 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 Public Housing Program
- Other ONAP Program

## Healthy Homes and Lead Hazard Control

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- Healthy Homes and Lead Hazard Control

## APPENDIX 4 — PARTNER USER ROLES

The Partner role is reserved for Users representing subrecipients, non-profit recipients, or Public Housing Authorities that receive HUD assistance and certify Part 3 of HUD form 7015.15 “Request for Release of Funds and Certification” as the recipient. Additionally, Partner Users also include consultants that are hired by HUD or Responsible Entities (REs) to help prepare environmental reviews.

In HEROS, Partner Users can assist the Responsible Entity (RE) in preparing the environmental review. They can perform many of the same tasks as the RE with the exception that reviews created or edited by these Users must be submitted to REs or HUD for final analyses and determinations.

Partner Users will only see environmental reviews that are assigned to them in the My Environmental Reviews dashboard. This means that these Users are not able to work within HEROS on environmental reviews assigned to other Users, including Responsible Entity Users or Users within their own organization.

On Screen 1105–Initial Screen, Partner User (Recipients) must complete the Grant Recipient Information section, and Partner User (Consultants) must fill out the Consultant Information section.

Partner Users may fill out the project summary, recommend the level of review, complete the related federal laws and authorities, summarize any mitigation measures and conditions, and upload supporting documentation. They cannot make compliance determinations or make final determinations such as the Finding of No Significant Impact and are instead directed to email HUD or the RE once the review is at that stage.

Partner User (Recipients) conducting a Part 58 review will complete Part 3 of the 7015.15 “Request for Release of Funds and Certification” form as the recipient before it is submitted to HUD or a state agency. The RE will assign the review to the Partner User (Recipient) when they are needed to complete this section of the form. Once the Partner User (Recipient) has completed Part 3, they must reassign the the review back to the RE by using the Assign Review feature. .

Partner User (Consultants) do not have access to the 7015.15 Request for Release of Funds screen.



U.S. Department of Housing and Urban  
Development  
451 Seventh Street, SW  
Washington, DC 20410  
[www.hud.gov](http://www.hud.gov)  
[espanol.hud.gov](http://espanol.hud.gov)

**Environmental Review for Activity/Project that is  
Categorically Excluded Subject to Section 58.5  
Pursuant to 24 CFR 58.35(a)**

**Project Information**

**Yellow** – text entered in HEROS  
**Blue** – selection made in HEROS  
**Green** – file uploaded in HEROS

**Project Name:** Sample-Project

**HEROS Number:** 900000010030650

**Responsible Entity (RE):** ALEXANDRIA, CITY HALL ALEXANDRIA VA, 22314

**State / Local Identifier:**

**RE Preparer:** Mr. Environmental

**Certifying Officer:** Mayor Jane Doe

**Grant Recipient (if different than Responsible Entity):** N/A

**PHA Code:**

**Point of Contact:**

**Consultant (if applicable):** Enviro Professionals Inc

**Point of Contact:** Lauren McNamara

**Project Location:** 123 Main Street, Alexandria, VA 54512

**Additional Location Information:**

Location Information - Here is where the text entered in the text box on the screen will display

**Direct Comments to:** John Doe  
jdoe@alexandriava.gov

**Description of the Proposed Project [24 CFR 50.12 & 58.32; 40 CFR 1508.25]:**

Project Description - Here is where the text entered in the text box on the screen will display

**Maps, photographs, and other documentation of project location and description:**[01-Site Map -123 Main Street.docx](#)**Level of Environmental Review Determination:****Categorically Excluded per 24 CFR 58.35(a), and subject to laws and authorities at 58.5:****Determination:**

	This categorically excluded activity/project converts to <b>EXEMPT</b> per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; <b>Funds may be committed and drawn down after certification of this part</b> for this (now) EXEMPT project; OR
✓	This categorically excluded activity/project cannot convert to Exempt status because one or more statutes or authorities listed at Section 58.5 requires formal consultation or mitigation. Complete consultation/mitigation protocol requirements, <b>publish NOI/RROF and obtain "Authority to Use Grant Funds"</b> (HUD 7015.16) per Section 58.70 and 58.71 before committing or drawing down any funds; OR
	This project is not categorically excluded OR, if originally categorically excluded, is now subject to a full Environmental Assessment according to Part 58 Subpart E due to extraordinary circumstances (Section 58.35(c)).

**Approval Documents:**[FONSI and RROF.pdf](#)

7015.15 certified by Certifying Officer on: 11/1/2018

7015.16 certified by Authorizing Officer on: 11/19/2018

**Funding Information**

Grant / Project Identification Number	HUD Program	Program Name
B-09-MY-8564	Community Planning and Development (CPD)	Community Development Block Grants (CDBG) (Entitlement)

Estimated Total HUD Funded, Assisted or Insured Amount: \$50,000.00

Estimated Total Project Cost: \$150,000.00

**Compliance with 24 CFR §50.4, §58.5 and §58.6 Laws and Authorities**

<b>Compliance Factors:</b> Statutes, Executive Orders, and Regulations listed at 24 CFR §50.4, §58.5, and §58.6	Are formal compliance steps or mitigation required?	Compliance determination (See Appendix A for source determinations)
<b>Airport Hazards</b> Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. Add more text here to describe the analysis and any uploaded documentation.
<b>Coastal Barrier Resources Act</b> Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. Add more text here to describe the analysis and any uploaded documentation.
<b>Flood Insurance</b> Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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. Add more text

		here to describe the analysis and any uploaded documentation.
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §50.4 &amp; § 58.5</b>		
<b>Air Quality</b> Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. Add more text here to describe the analysis and any uploaded documentation.
<b>Coastal Zone Management Act</b> Coastal Zone Management Act, sections 307(c) & (d)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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. Add more text here to describe the analysis and any uploaded documentation.
<b>Contamination and Toxic Substances</b> 24 CFR 50.3(i) & 58.5(i)(2)]	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Site contamination was evaluated as follows: ASTM Phase I ESA. 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. Add more text here to describe the analysis and any uploaded documentation.
<b>Endangered Species Act</b> Endangered Species Act of 1973, particularly section 7; 50 CFR Part 402	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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. Add more text here to describe the analysis and any uploaded documentation.
<b>Explosive and Flammable Hazards</b> Above-Ground Tanks][24 CFR Part 51 Subpart C	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 is acceptable. The project is in compliance with explosive and flammable hazard requirements. Add more text here to describe the analysis and any uploaded documentation.

<p><b>Farmlands Protection</b> Farmland Protection Policy Act of 1981, particularly sections 1504(b) and 1541; 7 CFR Part 658</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>Floodplain Management</b> Executive Order 11988, particularly section 2(a); 24 CFR Part 55</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>Historic Preservation</b> National Historic Preservation Act of 1966, particularly sections 106 and 110; 36 CFR Part 800</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>Noise Abatement and Control</b> Noise Control Act of 1972, as amended by the Quiet Communities Act of 1978; 24 CFR Part 51 Subpart B</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>Sole Source Aquifers</b> Safe Drinking Water Act of 1974, as amended, particularly section 1424(e); 40 CFR Part 149</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>Wetlands Protection</b> Executive Order 11990, particularly sections 2 and 5</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>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. Add more text here to describe the analysis and any uploaded documentation.</p>

<p><b>Wild and Scenic Rivers Act</b> Wild and Scenic Rivers Act of 1968, particularly section 7(b) and (c)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>This project is not within proximity of a NWSRS river. The project is in compliance with the Wild and Scenic Rivers Act. Add more text here to describe the analysis and any uploaded documentation.</p>
<p><b>ENVIRONMENTAL JUSTICE</b></p>		
<p><b>Environmental Justice</b> Executive Order 12898</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>No adverse environmental impacts were identified in the project's total environmental review. The project is in compliance with Executive Order 12898. Add more text here to describe the analysis and any uploaded documentation.</p>

**Mitigation Measures and Conditions [40 CFR 1505.2(c)]:**

Summarized below are all mitigation measures adopted by the Responsible Entity to reduce, avoid or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure or Condition	Comments on Completed Measures	Complete
Flood Insurance	<p>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.</p>	N/A	
Floodplain Management	Adding text to explain	N/A	

**Mitigation Plan**

Adding text to explain

**Supporting documentation on completed measures**

## APPENDIX A: Related Federal Laws and Authorities

### Airport Hazards

General policy	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

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

Yes

2. Is your project located within a Runway Projection Zone/Clear Zone (RPZ/CZ) or Accident Potential Zone (APZ) ?

Yes, project is in an APZ

Yes, project is an RPZ/CZ

No, project is not within an APZ or RPZ/CZ

Based on the response, the review is in compliance with this section. Document and upload the map showing that the site is not within either zone below.

### Screen Summary

#### Compliance Determination

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. Add more text here to describe the analysis and any uploaded documentation.

#### Supporting documentation

[02- Airports - 123 Main Street.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

## Coastal Barrier Resources

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)	

### 1. Is the project located in a CBRS Unit?

Yes  No

Document and upload map and documentation below.

Yes

### Screen Summary

#### Compliance Determination

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. **Add more text here to describe the analysis and any uploaded documentation.**

#### Supporting documentation

[03 - CBRA - 123 Main Street.pdf](#)

#### Are formal compliance steps or mitigation required?

Yes

Yes  No

## Flood Insurance

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).

**1. Does this project involve financial assistance for construction, rehabilitation, or acquisition of a mobile home, building, or insurable personal property?**

No. This project does not require flood insurance or is excepted from flood insurance.

Yes

**2. Upload a FEMA/FIRM map showing the site here:**

[04 - FIRM - 123 Main Street.png](#)

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). For projects in areas not mapped by FEMA, use the best available information 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

Yes

**3. 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.

Based on the response, the review is in compliance with this section. Flood insurance under the National Flood Insurance Program must be obtained and maintained for the economic life of the project, in the

amount of the total project cost or the maximum coverage limit, whichever is less.

Document and 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 below.

Yes, less than one year has passed since FEMA notification of Special Flood Hazards.

No. The community is not participating, or its participation has been suspended.

### **Screen Summary**

#### **Compliance Determination**

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. Add more text here to describe the analysis and any uploaded documentation.

#### **Supporting documentation**

[04 - Flood-Insurance - 123 Main Street.docx](#)

**Are formal compliance steps or mitigation required?**

Yes



No

## Air Quality

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

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?

Yes

No

Based on the response, the review is in compliance with this section.

### Screen Summary

#### Compliance Determination

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. **Add more text here to describe the analysis and any uploaded documentation.**

#### Supporting documentation

[05 - Air-Quality - 123 Main Street.docx](#)

Are formal compliance steps or mitigation required?

Yes

No

**Coastal Zone Management Act**

		15 CFR Part 930

**1. Is the project located in, or does it affect, a Coastal Zone as defined in your state Coastal Management Plan?**

Yes

 No

Based on the response, the review is in compliance with this section. Document and upload all documents used to make your determination below.

**Screen Summary****Compliance Determination**

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. Add more text here to describe the analysis and any uploaded documentation.

**Supporting documentation**[06 - CZMA - 123 Main Street.pdf](#)**Are formal compliance steps or mitigation required?**

Yes

 No

**Contamination and Toxic Substances**

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) 24 CFR 50.3(i)

**1. How was site contamination evaluated? Select all that apply. Document and upload documentation and reports and evaluation explanation of site contamination below.**

- American Society for Testing and Materials (ASTM) Phase I Environmental Site Assessment (ESA)
- ASTM Phase II ESA
- Remediation or clean-up plan
- ASTM Vapor Encroachment Screening
- None of the Above

**2. 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?)**

- No

**Explain:**

Text to explain determination.

Based on the response, the review is in compliance with this section.

Yes

**Screen Summary**

**Compliance Determination**

Site contamination was evaluated as follows: ASTM Phase I ESA. 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. Add more text here to describe the analysis and any uploaded documentation.

**Supporting documentation**

[07-Toxics Anytown - 123 Main Street.docx](#)

Are formal compliance steps or mitigation required?

Yes

No

## Endangered Species

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 <i>et seq.</i> ); particularly section 7 (16 USC 1536).	50 CFR Part 402

### 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.

Based on the response, the review is in compliance with this section.

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

Yes, the activities involved in the project have the potential to affect species and/or habitats.

### Screen Summary

#### Compliance Determination

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. [Add more text here to describe the analysis and any uploaded documentation.](#)

#### Supporting documentation

[08 - ESA Anytown - 123 Main Street.docx](#)

**Are formal compliance steps or mitigation required?**

Yes

No

## Explosive and Flammable Hazards

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

**1. Is the proposed HUD-assisted project a hazardous facility (a facility that mainly stores, handles or processes flammable or combustible chemicals), i.e. bulk fuel storage facilities, refineries, etc.?**

**No**

Yes

**2. Does this project include any of the following activities: development, construction, rehabilitation that will increase residential densities, or conversion?**

No

**Yes**

**3. Within 1 mile of the project site, are there any current *or planned* stationary aboveground storage containers:**

- Of more than 100 gallon capacity, containing common liquid industrial fuels OR
- Of any capacity, containing hazardous liquids or gases that are not common liquid industrial fuels?

No

**Yes**

**4. Is the Separation Distance from the project acceptable based on standards in the Regulation?**

**Yes**

Based on the response, the review is in compliance with this section.

No

**Screen Summary****Compliance Determination**

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. **Add more text here to describe the analysis and any uploaded documentation.**

**Supporting documentation**

**[09 - ASD Anytown CoC.docx](#)**

**Are formal compliance steps or mitigation required?**

Yes

**No**

## Farmlands Protection

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.)	<a href="#">7 CFR Part 658</a>

1. Does your project include any activities, including new construction, acquisition of undeveloped land or conversion, that could convert agricultural land to a non-agricultural use?

Yes

No

If your project includes new construction, acquisition of undeveloped land or conversion, explain how you determined that agricultural land would not be converted:

Adding text to explain

Based on the response, the review is in compliance with this section. Document and upload all documents used to make your determination below.

### Screen Summary

#### Compliance Determination

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.

Add more text here to describe the analysis and any uploaded documentation.

#### Supporting documentation

[10 - Farmlands - Anytown CoC.docx](#)

Are formal compliance steps or mitigation required?

Yes

No

## Floodplain Management

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	24 CFR 55

**1. Do any of the following exemptions apply? Select the applicable citation? [only one selection possible]**

55.12(c)(3)

55.12(c)(4)

55.12(c)(5)

55.12(c)(6)

55.12(c)(7)

55.12(c)(8)

55.12(c)(9)

55.12(c)(10)

55.12(c)(11)

None of the above

**2. Upload a FEMA/FIRM map showing the site here:**

[04 - FIRM - 123 Main Street.png](#)

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). For projects in areas not mapped by FEMA, use **the best available information** 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

Yes

Select the applicable floodplain using the FEMA map or the best available information:

Floodway

Coastal High Hazard Area (V Zone)

100-year floodplain (A Zone)

500-year floodplain (B Zone or shaded X Zone)

### **8-Step Process**

**Does the 8-Step Process apply? Select one of the following options:**

**8-Step Process applies**

**5-Step Process is applicable per 55.12(a)(1-4). Provide documentation of 5-Step Process.**

Document and upload the completed 5-Step Process below.  
Select the applicable citation: [only one can be selected]

55.12(a)(1)

55.12(a)(2)

**55.12(a)(3)**

55.12(a)(4)

**8-Step Process is inapplicable per 55.12(b)(1-5).**

### **Mitigation**

**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.**

**Adding text to explain**

**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

Elevating structures including freeboarding above the required base flood elevations

Other

**Screen Summary**

**Compliance Determination**

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. **Add more text here to describe the analysis and any uploaded documentation.**

**Supporting documentation**

[11 - 5 Step Process.pdf](#)

[11 - 5 Step Notice.pdf](#)

[11 - Floodplain-Management-Anytown CoC.docx](#)

**Are formal compliance steps or mitigation required?**

**Yes**

No

**Historic Preservation**

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” <a href="http://www.access.gpo.gov/nara/cfr/waisidx_10/36cfr800_10.html">http://www.access.gpo.gov/nara/cfr/waisidx_10/36cfr800_10.html</a>

**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 ). (See the PA Database to find applicable PAs.)

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)].

- Yes, because the project includes activities with potential to cause effects (direct or indirect).

**Step 1 – Initiate Consultation**

Select all consulting parties below (check all that apply):

- State Historic Preservation Offer (SHPO) Completed
- Advisory Council on Historic Preservation Not Required
- Indian Tribes, including Tribal Historic Preservation Officers (THPOs) or Native Hawaiian Organizations (NHOs)
  - Tribe 1 Name Completed
  - Tribe 2 Name Completed

Other Consulting Parties

**Describe the process of selecting consulting parties and initiating consultation here:**

Adding text to describe.

Document and upload all correspondence, notices and notes (including comments and objections received below).

**Step 2 – Identify and Evaluate Historic Properties**

1. Define the Area of Potential Effect (APE), either by entering the address(es) or uploading a map depicting the APE below:

Adding text to define.

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 below.

Address / Location / District	National Register Status	SHPO Concurrence	Sensitive Information
123 Main Street	Not Eligible	Yes	✓ Not Sensitive
345 Main Street	Not Eligible	Yes	✓ Not Sensitive

**Additional Notes:**

Adding text

2. Was a survey of historic buildings and/or archeological sites done as part of the project?

Yes

No

**Step 3 –Assess Effects of the Project on Historic Properties**

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)] Consider direct and indirect effects as applicable as per guidance on direct and indirect effects.

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**

Based on the response, the review is in compliance with this section. Document and upload concurrence(s) or objection(s) below.

**Document reason for finding:**

**No historic properties present.**

Historic properties present, but project will have no effect upon them.

No Adverse Effect

Adverse Effect

**Screen Summary**

**Compliance Determination**

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. **Add more text here to describe the analysis and any uploaded documentation.**

**Supporting documentation**

[12 - SHPO Response.pdf](#)

[12 - Letter to SHPO.pdf](#)

**Are formal compliance steps or mitigation required?**

Yes

**No**

**Noise Abatement and Control**

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

**1. What activities does your project involve? Check all that apply:**

New construction for residential use

**Rehabilitation of an existing residential property**

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.

A research demonstration project which does not result in new construction or reconstruction

An interstate land sales registration

Any timely emergency assistance under disaster assistance provision 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  
None of the above

**2. 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):**

- ✓ 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:**

Adding text

Based on the response, the review is in compliance with this section.

No

**Screen Summary**

**Compliance Determination**

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. Add more text here to describe the analysis and any uploaded documentation.

**Supporting documentation**

13 - Noise- Anytown CoC.docx

**Are formal compliance steps or mitigation required?**

Yes

✓ No

## Sole Source Aquifers

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

### 1. Does the project consist solely of acquisition, leasing, or rehabilitation of an existing building(s)?

Yes

Based on the response, the review is in compliance with this section.

No

### Screen Summary

#### Compliance Determination

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. Add more text here to describe the analysis and any uploaded documentation.

#### Supporting documentation

[14 - SSA Anytown CoC.docx](#)

### Are formal compliance steps or mitigation required?

Yes

No

## Wetlands Protection

General requirements	Legislation	Regulation
Executive Order 11990 discourages 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.

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

Based on the response, the review is in compliance with this section.

Yes

### Screen Summary

#### Compliance Determination

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. Add more text here to describe the analysis and any uploaded documentation.

#### Supporting documentation

[Wetlands.pdf](#)

Are formal compliance steps or mitigation required?

Yes

No

## Wild and Scenic Rivers Act

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

### 1. Is your project within proximity of a NWSRS river?

No

Yes, the project is in proximity of a Designated Wild and Scenic River or Study Wild and Scenic River.

Yes, the project is in proximity of a Nationwide Rivers Inventory (NRI) River.

### Screen Summary

#### Compliance Determination

This project is not within proximity of a NWSRS river. The project is in compliance with the Wild and Scenic Rivers Act. Add more text here to describe the analysis and any uploaded documentation.

#### Supporting documentation

[16 - WSR Anytown CoC.pdf](#)

#### Are formal compliance steps or mitigation required?

Yes

No

**Environmental Justice**

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	

**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

**No**

Based on the response, the review is in compliance with this section.

**Screen Summary**

**Compliance Determination**

No adverse environmental impacts were identified in the project's total environmental review. The project is in compliance with Executive Order 12898. **Add more text here to describe the analysis and any uploaded documentation.**

**Supporting documentation**

**17 - EJ Anytown CoC.pdf**

**Are formal compliance steps or mitigation required?**

Yes

**No**