HEROS Kickoff for Partner Roll-Out

Partner Training

FEBRUARY 1, 2018

Changes on Feb. 1, 2018

- Consultants and PHAs working on <u>Part 50 RAD</u> environmental reviews are encouraged to start using HEROS on <u>February 1</u>
- Due to a technical issue, the rollout to FHA Multifamily programs is delayed
- FHA Multifamily Partner rollout is anticipated in May 2018
- Welcome to attend training now or watch the recording later

Introduction

Agenda

- •Purpose of HUD Environmental Review
- Partners' role in environmental review process
- •HEROS overview
- •Conducting Reviews in HEROS
- Project Description
- · Level of Review
- o Part 50, RAD and MAP requirements
- Finishing Partner Review
- •Tools and Resources

Purpose of Conducting Environmental Reviews

Assurance that HUD projects are decent, safe, and sanitary

 Analysis of the impact of a project on the surrounding environment and the impact the surrounding environment will have on a project

Documentation of compliance with up to 17 federal environmental laws and authorities

- Public documents that encourage public participation
- Requirement under the National Environmental Policy Act (NEPA)
 - Requires all Federal agencies to adopt a systematic interdisciplinary approach to **decision-making** to ensure environmental values are considered

Environmental Review Record (ERR)

NEPA administrative record for each project

 Includes maps, correspondence, determinations, findings, photographs, plans, public notices...

Public has the right to review

Maintain with the public's interest in mind

Must use correct formats

- Previously: Form HUD-4128
- Now: HEROS-Form HUD-4128

Environmental Reviews:

Partner Roll-Out

Applicants and their third party contractors/consultants may prepare supporting documentation.

HUD must **independently evaluate** their work & prepare the environmental reviews (i.e. supplement, correct, append, etc.)

Certain aspects of environmental review (e.g. contacting tribes) must be completed by $\ensuremath{\mathsf{HUD}}.$

°Correspondence and public notices must be sent under HUD's signature on its letterhead.

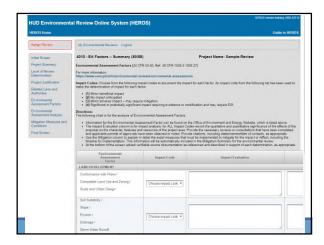
What is HEROS?

What is HEROS?

HEROS is a new HUD system that replaces HUD's current paper-based environmental review process (including the 4128) with a consistent, comprehensive online tool.

HEROS walks users through the entire environmental review process from beginning to end, including compliance with related laws and authorities.

It works for Part 50 *and* Part 58 environmental reviews in all HUD programs.



HEROS Availability

HEROS was introduced to programs/users on a rolling schedule

For FHA Multifamily Production, HEROS officially replaced the 4128 with 2016 MAP Guide updates.

RAD has been using HEROS since Summer 2015.

With the latest system improvements, we can now roll out to Partner users (e.g. consultants, contractors, lenders, applicants, PHAs, etc.) working with RAD transactions.

- Partners cannot use HEROS for any other HUD program at this time

 Healthcare and Hospital Programs currently use HEROS but will not be working with Partners in HEROS at this time.

 HUD plans to allow Partners to use HEROS for Public Housing and CPD reviews later in 2018

Who's Who in HEROS?



HUD Preparer > Transaction

Managers

- Underwriters
- Appraisers



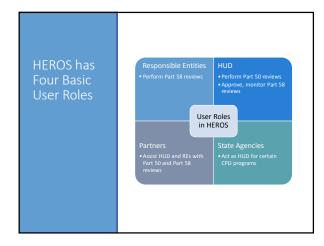
- ➤ 3rd Party Consultants ➤ FEO/REO review **➢ PHAs**
- > Applicants

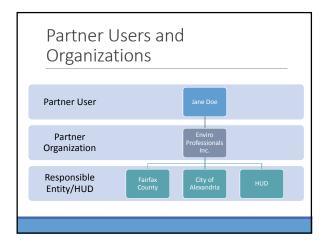


ECO

and comment on







HEROS Process for Partners CURRENTLY 1. Partners assemble data and documents and submit to HUD Currently, this information is submitted to HUD and HUD staff enters all information and uploads all documents into HEROS. HUD recommends using Partner Worksheets to submit information NEW PROCESS 1. With this rollout, partners can now input this information directly into HEROS. HEROS screens are equivalent to the Partner Worksheets.

HEROS Process for HUD Preparers

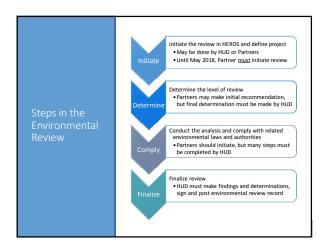
- HUD preparer reviews information and completes analysis as needed
 Follow up for any missing information
 Uploads information into HEROS

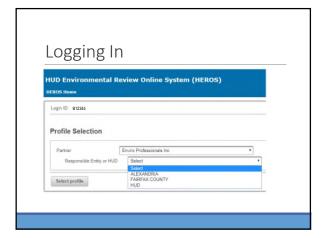
 - Complete all findings and determinations that must be made by HUD
 - Get all required signatures in HEROS

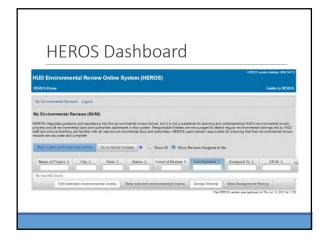
- HUD preparer reviews information directly in HEROS
 Follow up for any missing information
 Complete all findings and determinations that must be made by HUD
 Get all required signatures in HEROS

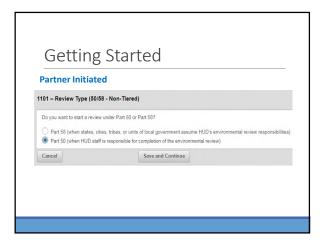
Conducting A Review in HEROS

Ising HEROS as a RAD Partner re purpose of this document is to provide instructions to consultants and Public Hos slating HUD with Part SO environmental reviews for RAD conversions. agging in to HEROS ig into HEROS at https://beros.hud.gov/heros/. Select the id HOD next to "Responsible Entity or HID."

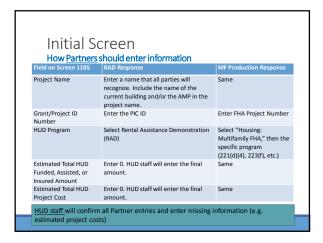


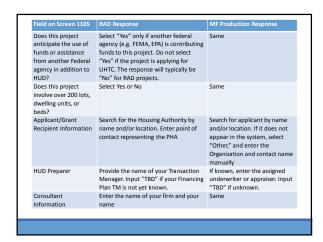




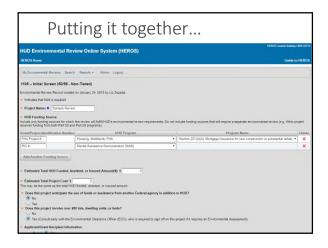


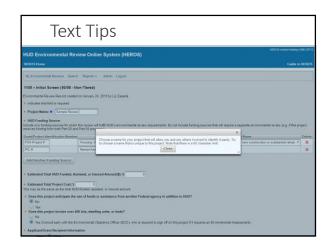


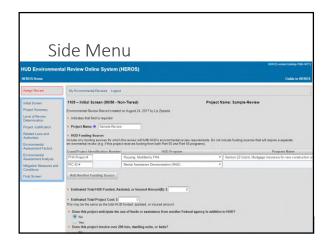














Project Summary Screen How Partners should enter information Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions Description of the proposed project which logically are, either geographically or functionally, a composite part of the project, regardless of the source of funding. Describe all part of the project, regalates or the source of unusual 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 more space is required, upload a separate document below. Address Provide a representative street address for the project If the project involves new construction, affects more than one street address, or otherwise requires further explanation, describe the full Location Information geographic scope of the project in this space Upload any site maps, photos, and other information on the project description and location Field Inspection Leave this section for HUD to complete

Project Description:

Partner Initiated

Meaningful project descriptions include...

Location—describe so the public can locate

<u>Docation</u>—describe so the public can locate

<u>Purpose and Need</u>—describe what is being done and why it is necessary

<u>Project Beneficiaries</u> (i.e. affordable housing project, mixed use housing project, market rate housing project)

<u>Poscription</u>—provide complete details about the project/what will be done

> All activities (e.g. new construction of multifamily housing, rehabilitation of existing buildings)

- Physical description of existing and/or proposed new buildings
 Timeframe for implementation
- Size of the project (area coverage, disturbance footprint, number of units, population served)

All funding sources

All development partners

> Review by the HUD preparer for accuracy and completeness is required

Determining Level of Review

- Partners may make a preliminary level of review selection
- Only HUD can make the final level of review determination, and must approve Partner's selection
- Refer to program guidance for information on determining level of review

Level of Review Guidance Categorically Excluded no Subject to 50.4 (CENST) New construction or major rehab 221(d)(4) Not yet in HUD's portfolio: New ER required regardless of whether project involves minor rehab or only routine maintenance* • "Part B" of 4128 Already in HUD's portfolio: An ER was already completed AND Full NEPA review ECO signoff is required if 200+ units Routine maintenance* Noutine maintenance only: No new impacts Only flood insurance required (floodplain may have moved) maintenance • "Part A" of 4128 223(f) refinance/ purchase without major rehab • 223(a)(7) refinances and 223(f)s in HUD's portfolio with only routine maintenance* New construction or sub rehab affecting 2,500+ units/beds or with a significant impact RAD conversions without new construction or major rehab No RAD conversions are CENST Minor repairs at any time • See CEQ regs

Sanie and Go Back	Save and Continue
If project hus been aleyated to an Eli	due to systemiclinary siliculadaricas, check here
Environmental Impact Statement (EIS	•
IIII project has been slevated to an EA	due to extraordinary circumstances, check here
opply 0	agorical exclusions or assemptions apply. An EA may also be required if estraordinary circumstances
Environmental Assessment (EA)	
Mortgage presignments or plans of a	dion (including incentives) under 24 CFR part 248 24 CFR 50 20(x)(6)
Purchased or refinances housing an	t medical facilities, under rection 223(f) of the National Housing Act (12 U.S.C. 1715n), 24 CFR 50 20(s
provided that the structure or land ed	quired, Thanked, or disposed of will be retained for the same use. 24 CFR 90/20(a)(4)
	are not more than four featuring units on any one site. 24 CFR 50 20(a)(3)(ii) eathor of, or equity leans on an existing shucture, or acquisition (including leaeing) of vacant land.
An individual action (not including re	abilitation) on a project of five or more housing units developed on scattered sites when the sites are use not more than four housing units on any one site, 24 CFR 50 200s/CVIII
An individual action (not including re units can be but one-unit buildings of	oblitation) on up to four dwelling unte where there is a maximum of four units on any one site. The ir one four-unit builting or any combination in battwise. 24 CFR 50 20ja(3)(6)
are in place and will not be o tand use, such as from non-r (2)(iii)	ranget in size mur s'apacity by muse than 20 persont and (e) The lackvily does not svolye a change in residental to residential, commential to industrial, or from one industrial use to another, 24 CFR 50 20(e
	ement after rehabitation, 24 CFR 50:20(a)(2)(ii) structures, including commercial, industrial, and rubble buildings. (A) The facilities and improvements
a change in land use from re-	duntial buildings. (A) Unit density is not charged more than 20 percent. (B) The project does not involving ential to non-residential, and (C) The retirated cost of rehabilitation is less than 75 percent of the
changed, and the footprint of	the builting is not increased in a finosphin or in a wedand. 24 CFR 50 20(a)(2)(i)
	iminitia street and tallowing carpators are their. Indignitial use (with one to four units), the dansaty is not increased beyond four units. The land use is not
with disabilities 24 OFR 50 28(a)(1)	ements when the following conditions are met
Special grajects directed to the remo-	al of makinal and architectural barriers that restrict the mobility of accessibility to elderly and persons
Select appropriate citation(s) from 24 CF	
Catanogical parteries subject to the E	edural laws and authorities cited in 24 CFR 50.4 (CEST)
, mortogges, where any new construc-	ion or rehabilitation financed by the existing lean or muritage has been completed and the filing of If the refrancing will not allow further construction or minabilitation, not result in any official impacts o
	property was a mounteen managage, as CPM so (15(0),23) scanled Recovery Fund Program (24 OFR part (73) of inprin that reference existing loans and
Approval of the usie of a HUD-field in	tirigage, 24 CFK (st. 19(6)(22)) property with a HUO-held mortgass, 24 CFR 50 19(b)(23)
_ except for routine marrienance 34 C	
Refinancing of HUD-insured mortos:	es that will not allow new construction or rehabilitation, nor result in any physical impacts or changes
	also Full Disclosura Act. 24 CFR 90 19(b)(20)

Analysis and Compliance with Related Laws and Authorities Partner Initiated Requirements in 24 CFR 50.4: Historic Properties Farmlands Protection Floodplains Explosive & Flammable Hazards Coastal Zone Management Coastal Barrier Resources Airport Clear Zones Sole Source Aquifers Contaminated Sites **Endangered Species** Environmental Justice Wild & Scenic Rivers Wetlands Air Quality

Additional MAP Requirements:

Chapter 9 of the MAP Guide imposes additional environmental review requirements beyond those in 24 CFR Part 50:

- ➤ Lead-based paint (9.5.A) ➤ Towers (9.5.P)
- > Asbestos (9.5.B)
- Oil or Gas Wells 9.5.P)
- Radon (9.5.C)
- ➤ Pipelines (9.5.P) Transmission Lines (9.5.P)

In some cases, it will also place additional requirements on the 50.4 laws and authorities not otherwise required of HUD projects.

- ➤ Contamination requirements in 9.3 and 9.4 ➤ Floodplain requirements in 9.5.E
- Explosive/Flammable Hazards in 9.5.I

Additional RAD Requirements

RAD follows the MAP guide with two exceptions for PBRA with no FHA:

- > The PHA or owner may provide either an ASTM 1527-13 Phase 1 OR an ASTM E 1528-14 transaction screen
- > Radon testing is encouraged but not required

Related Laws and Authorities as a Partner

- A Partner cannot legally complete the full analysis and compliance steps for all laws and authorities
 - E.g. Section 106 consultation, 8-Step Process
 - You may make suggestions and initial analysis, but HUD will make final determinations
 - To ensure that HUD reviews each related law and authority, Partners may not reply to the final question on each screen ("Are formal compliance steps or mitigation required?")
- However, HEROS requires that each screen be fully complete before
- you can upload documents
 Respond to all questions using your best suggestions for HUD
- In the compliance determination box, explain your actions and suggestions
 Be explicit about which responses are final and which are advisory
 HUD will complete these screens using your feedback

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2005 – Related Federal Laws and Authorities Summ	Project Name: HEROS-Demo				
Directions: Clark on the Compliance Factor links in the first provide documentation on the specific Compliance Factor & configure					
	/ HUD PREPARER \			RER	PARTNER initiates
Compliance Factors	Are bringl compliance steps or maligation required?			Vbeni	Compliance Determinations
STATUTES, EXECUTIVE	ONDE	S. AND	REGUL	ATIONS A	15TED AT 24 CFR 450.4 & 50.0
Airport Hazards [Clear Zones and Accident Potential Zones, 24 CFR Part St Subpart D]	0	Yes	•	на	This project is man Rossay Protection Zone Clear Zone. The project models the adjustion of all of an existing properly that will be impuredly used on excepted by project Written notice has been provided to prospective layers to inform them of the locateds. The project is in compliance with Airport Hazards insparametes.
Coastal Barrier Resources [Coastal Barrier Resources Act. as amended by the Crastal Barrier Improvement Act of 1990 [16 USC 1901]]		Yes		No	
Flood Insurance [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128] and 42 USC 51540]		Yes		No	
STATUTES, EXECUTIVE	ORDER	S.AND	REGUL	ATIONS I	JSTED AT 24 CFR §50.4 & SR.5
Air Quality [Clean Air Act, as amended, particularly section 176(s) & (d); 40 CFR Parts 6, 51, 93[Yes		No	
Coastal Zone Management [Coastal Zone Management Act, sestions 307(c) & (d)]		Yes		No	This project is located in a state that does not participate in the Coastal Zone Management Program. Therefore, this project is a compliance with the Coastal Zone Management Act.
Contamination and Toxic Substances - Multifamily and Nonresidential Properties [24 CPR 50 3() & 58 5()(2)] (HUO Standard)		Yes	•	Nu	See contamination was evaluated as follows: ASTM Phase I ESA. One are or musty track: Jezandous, or padicactive substance into cold affect. The health and salely of project or cigants or conflict with the intended use of the property wer not found. The project is in compliance with contamination and loss substances requirements.
Endangered Species (Enlargered Species Act of 1973), particularly section 7; (I) CFR Part 402		Yes		No	
Explicative and Flummable Hazards (Above-Grount Tanks)[24 GFR Part 51 Subport C]	0	Yes	•	Mis	There are no current or planned stationary aboveground storage containers of someon within 1 min of the project site. The project is in compliance with explosive and flammable hazard requirements.





	OMB No. 1506-0177 (exp. 4/39/2018)
	U.S. DEPARTMENT OF BOOKING AND URBAN DEVELOPMENT MARRISOTION DC 18419-1000
Partner Worksheets	This Workshort was designed to be used by these "Persons" fundading holds: House, Audienties, consistent, nontrivers, and cought by the use in Repumble Hillians and HUID in partice, and consistent rises, but legally consect that full proposabilities for these extress themselves. Responsible Entities and HUID who and HUID should use the REFILID version of the Workshort.
vvorksneets	Airport Hazards (CEST and EA) - PARTNER
	https://www.hudexchange.info/environmental-review/airport-hazards
	 To ensure compatible land use development, you must determine your situ's proximity to civil and military alports. Is your project within 15,000 feet of a military alport or 2,500 feet of a civilian alport?
	□No → if the RECHAU agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below. Provide o map showing that the site is not within the applicable distances to a military or civilian algority.
	□Yes → Continue to Question 2.
	 Is your project located within a Rumway Potential Zone/Clear Zone (RPZ/CZ) or Accident Potential Zone (APZ)?
	□Yes, project is in an APZ → Continue to Question 3.
	□Yes, project is an RP2/C2 → Project cannot proceed at this location.
	☐No, project is not within an APZ or RPZ/CZ
	→ if the RE/HUD agrees with this recommendation, the review is in compliance with this section. Continue to the Worksheet Summary below. Continue to the Worksheet Summary below.
	Provide a map showing that the site is not within either zone.
	3. Is the project in conformance with DOD guidelines for APZ?
	Filter project is consistent with DOD matchines without further action
	43

Uploading Documents

- HUD is asking Partners to upload each document on the corresponding screen
 - This will facilitate HUD's review and minimize delays
- No longer accept a single Phase 1 upload with page numbers in compliance factors.
- Be aware of prompts within screens to determine what documentation required to move forward.

Floodplain Management

Partners should <u>create a FIRMette</u> with the site marked and identify whether the project site contains any floodplains

- Make a preliminary suggestion as to whether an exception in 24 CFR 55.12 applies
- If the 8-Step or 5-Step Process is required, work with HUD to complete that process
- Partners should not conduct any part of the 8- or 5-Step Process without first consulting with HUD

Wetlands Protection

If project involves ground disturbance:

- Use the <u>National Wetlands Inventory</u> as a preliminary screening tool to determine whether the site contains a wetland
- If so, consult with HUD to determine whether to consult with US Fish and Wildlife or complete a wetlands delineation survey
- If 8-Step Process is required, coordinate with HUD: only HUD may complete the 8-Step Process

Endangered Species

Partners should not contact of the US Fish and Wildlife Service or NOAA Fisheries.

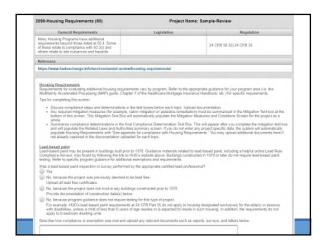
If consultation is required, Partners should coordinate with HUD.

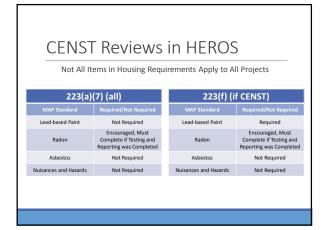
Historic Preservation

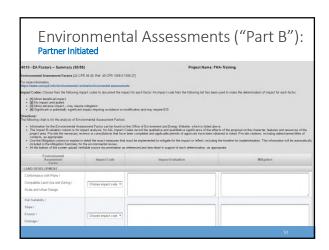
Partners should not contact State Historic Preservation Officers (SHPOs) or Tribal Historic Preservation Officers (THPOs)

- Make a preliminary suggestion regarding the consulting parties and the effects determination
- Describe your conclusions
- If the project includes ground disturbance or is in or near a historic building or a historic district, coordinate with HUD as soon as possible

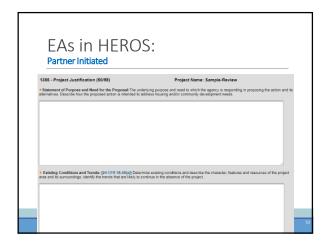
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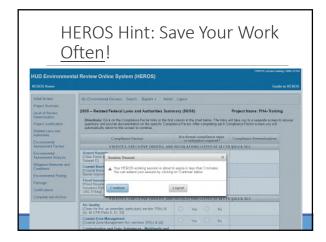


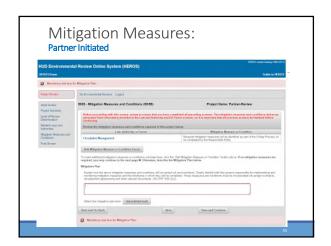


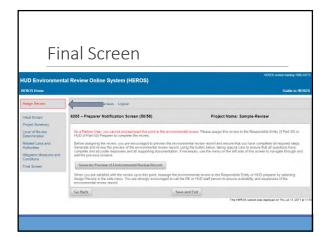


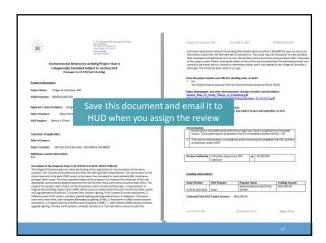


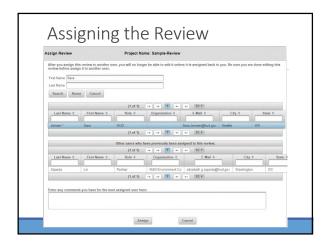












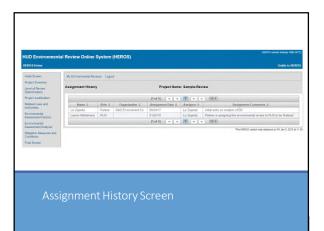
After Assigning a Review

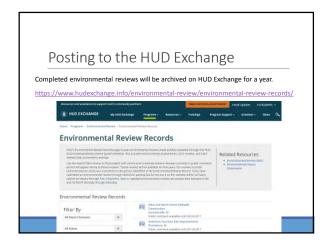
Both assignee and assignor will receive a system-generated email

Follow up outside the system to make sure the new assignee is available and confirm receipt.

The only people who can change an assignment are the current Assigned User and users with Admin privileges.

If you assign a review and need to change it back, you must work with an Admin User to get it back.





Registe	ring for HEROS
If you do not provided to r	have HEROS access, follow the instructions egister
	REGISTER NOW (>)

Tools and Resources

HEROS Resources

Training materials on the HUD Exchange include:

- User Guide: https://www.hudexchange.info/resource/3150/heros-user-guide
- How-To Videos: <a href="https://www.hudexchange.info/resource/3848/heros-e-https://www.hudexchange.info
- FAQs: https://www.hudexchange.info/heros/faqs
- HUD Exchange "Ask A Question": https://www.hudexchange.info/program-support/my-question/
- Live Q&A Webinars
- HEROS Worksheets:

https://www.hudexchange.info/resource/5119/environmental-review-record-related-federal-laws-and-authorities-partner-worksheets/

Materials are available at: https://www.hudexchange.info/environm-review/heros



Environmental Resources HUD Exchange https://www.hudexchange.info/programs/environmental-review/ Orientation to Environmental Reviews Related Federal Environmental Laws and Authorities

WISER Modules

Getting Started (Part 50 and Part 58)

Tools and Resources Airport Hazards

Endangered Species

Noise Abatement and Control

- Water Elements
 Floodplain Management
- Flood Insurance
 Coastal Barrier Resources
- Coastal Zone Management Sole Source Aquifers
- Wetlands

Environmental Justice

Environmental Assessment Factors/Site Planning

Explosive and Flammable Facilities

Farmland

Air Quality

Historic Preservation: The Section 106 Process

Site Contamination

Program Environmental	
Resources	
2016 MAP Guide: https://www.hud.gov/sites/documents/4430GHSGG-BM.PDF Environmental Review Requirements for RAD Transactions:	
https://www.hudexchange.info/resources/documents/Environme ntal-Review-Requirements-for-RAD-Transactions.pdf	
]
HEROS Quick Links	
OEE on the HUD Exchange: https://www.hudexchange.info/environmental-review/	
HEROS on the HUD Exchange: https://www.hudexchange.info/environmental-	
review/heros/ FAQs: https://www.hudexchange.info/heros/faqs	
Log into HEROS: https://heros.hud.gov/	
	1
Questions?	
Technical questions about HEROS should go to Ask A Question at	
https://www.hudexchange.info/get-assistance/my-question/. Project-specific or environmental review questions should go to your HUD Program contact.	