HEROS Kickoff for Partner Roll-Out Internal Training

JANUARY 31, 2018

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Changes on Feb. 1, 2018

Consultants and PHAs working on Part 50 RAD environmental reviews are encouraged to start using HEROS on February 1

- Due to a technical issue, the rollout to FHA Multifamily programs is delayed
- FHA Multifamily Partner rollout is anticipated in May 2018
 Ensurance you to attend today's training
- Encourage you to attend today's training
 Training will be recorded

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.) Partner use is optional, but encouraged.

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

HEROS Partner Roll Out

What Changes

Partners can enter documentation directly into HEROS

HUD staff reviewing rather than uploading.

What does not Change

HUD staff still the preparer and legally responsible for environmental determinations.

Communication pathways between partners, program staff and ECO staff remain the same.

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

Who's Who in HEROS?

Partner

> PHAs



≻ You!



ECO ➢ 3rd Party Consultants ➢ FEO/REO review > Applicants

and comment on EAs over 200 units







HEROS Process for Partners

CURRENTLY

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 <u>Partner Worksheets</u> to submit information

NEW PROCESS

 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

CURRENTLY

- 1. 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
- NEW PROCESS
- 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

Working with Partners in HEROS





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The assigned review will now appear on your dashboard

Cheat Sheets	Using HEROS as a RAD Partner The purpose of this document is a provide instructions to consultance and Public Housing Authorities assulting HOU and hour 25 development (Hereing for MAD conversions. Getting Started The basic information on using HCROS, instanting mitractional videos and frequently asked questions, go to Maga/Yerea Advecting and Myterivinenced anterest/network. Technical questions about (HCOS about a structure). A question antergravity and Autointy and Public relaxional goal and the structure of the anterior anterpart of the anterior anterpart of the about anterpart of the structure of the anterior anterpart of the anterior anterpart of the about anterpart of the structure of the Autointy anterpart of the anterior anterpart of the AUS by the time for francing Plan Nate basis your prote of the environmental inverse whole the InterStory Bunk
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Partner vs. HU	ID Preparer	
Field on Screen 1105	Partner	HUD Staff
Project Name	Enter a name that all parties will recognize. Include the name of the current building and/or the AMP in the project name.	Confirm partner entry
Grant/Project ID Number	Enter the PIC ID/FHA Project Number	Confirm partner entry
HUD Program	Select Rental Assistance Demonstration (RAD) or Housing: Multifamily FHA, then the specific program (221(d)(4), 223(f), etc.)	Confirm partner entry
Estimated Total HUD Funded, Assisted, or Insured Amount	Enter 0	Enter the final (estimated) insured amount
Estimated Total HUD Project Cost	Enter 0	Enter the final (estimated) insured amount

Field on Screen 1105	Partner	HUD Staff
Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?	Select "Yes" only if another federal agency (e.g. FEMA, EPA) is contributing funds to this project. Do not select "Yes" if the project is applying for LHTC. The response will typically be "No" for RAD projects.	Confirm partner response
Does this project involve over 200 lots, dwelling units, or beds?	Select Yes or No	Confirm partner response
Applicant/Grant Recipient Information	Search for the Housing Authority (for RAD) or applicant (for FHA) by name and/or location. If it does not appear in the system, select "Other," and enter the Organization and contact name manually.	Confirm partner response (note that all Housing Authorities should appear in the system)
HUD Preparer	Provide the name of your Transaction Manager ("TBD" if unknown) or assigned underwriter or appraiser ("TBD" if unknown)	Confirm partner response and update as appropriate
Consultant Information	Enter the name of your firm and your name	Confirm partner response

Pr Part	Project Summary Screen Partner vs. HUD Preparer						
Field	Partner	HUD Staff					
Description of the proposed project	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 more space is required, upload a separate document below.	Review very carefully to ensure accuracy and completeness					
Address	Provide a representative street address for the project	Confirm					
Location Information	If the project involves new construction, affects more than one street address, or otherwise requires further explanation, describe the full geographic scope of the project in this space	Confirm					
Upload	Upload any site maps, photos, and other information on the project description and location	Review attached documents					
Field Inspection	Leave this section for HUD to complete	Enter field inspection information					

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 confirm Partner's selection
- Refer to program guidance for information on determining level of review
 - Contact FEO/REO for help if unsure



Section 50.4 Requirements:

Partner Initiated

Historic Properties Floodplains Coastal Zone Management Coastal Barrier Resources Sole Source Aquifers Endangered Species

Wild & Scenic Rivers

Air Quality

Farmlands Protection Noise Explosive & Flammable Hazards

Airport Clear Zones

Contaminated Sites Environmental Justice

Flood Insurance

Wetlands

Additional MAP Requirements:

Partner Initiated

Radon (9.5.C)

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) 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 9.5.1

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 and Partners

A Partner cannot legally complete the full analysis and compliance steps for all laws and authorities
 E.g. Section 106 consultation, 8-Step Process

- Partners 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

- Partners should respond to all questions using their best suggestions for HUD In the compliance determination box, Partners should explain their actions and suggestions
- HUD staff will use their feedback to complete the screens

005 - Related Federal Laws and Authorities Summ	mary (50	0/58)			Project Name: HEROS-Demo
Directions: Citck on the Compliance Factor Inks in the first provide documentation on the operatic Compliance Factor 4 continue.	After Com	to the cha pleting es	en Sekse Ich Com	The Inka plante Ka	s will take you to a separate screen to answer questions and actor screen you will automatically return to this scheen to PARTNER Initiates
Compliance Factors	Are tornal compliance steps m mitigation required?		a stops	Compliance Determinations	
STATUTES, ERECUTIVE	E ORDER	UNA	REGUL	ATIONS	USTED AT 24 CEN 450.4 & 58.0
Airport Hazards [Clear Zones and Accident Potential Zones, 34 CFR Part 51 Subport D]	0	Yes	۲	Na	This project is in a Norway, Protection Schedbler Zone. The project motives the adjustication is also of an existing property into with be interpretly used on a couplent by prevaile. Written notes has been provided to prespective layers to infram them of the location. The project is in n compliance with Airport Hazarde integrationets.
Coastal Barrier Resources [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]		Yes		No	
Flood Insurance [Flood Deseter Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128] and 42 USC 6154a]]	0	Yes		No	
STATUTES, EXECUTIVE	ORDER	S. AND	REGUL	ATIONS	LISTED AT 24 CFR §59.4.8 SR.5
Air Quality [Clean Air Act, as amonded; particularly section 176(s) & (d); 40 CFR Parts 6, 51, 93[0	Yes		No	
Coastal Zone Management [Coastal Zone Management Act, sections 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 compliance with the Coastal Zone Management Act.
Contamination and Tusic SubstancesMutatamily and Nonnexidential Properties (24 DFR 30 30) & 58 50(21) (HUD Standard)		Yes	۲	Na	Site contamination was evaluated as follown: ASTM Phase I ESA. On-site or markly task: Inzardatus, ur radioactive substances that outd affect the health and sately of project obcigants or senfect with the intended use of the property wer- net found. The project is in compliance with contamination and taxic substances in quiremeth.
Endangered Species [Enhangered Species Act of 1973, particularly section 7: 50 CFII Part 402]	0	Yes		No.	
Explosive and Flammable Hazards (Abaye-Ground Tanks)(24 CFR Part 61 Subpart C)	0	Yes	۲	Ma	There are no current or planted Mationary aboreground storage containers of soncess within 1 mile of the project site. The project is in compliance with explosive and flammable hazard requirements.











	Pint
Screen Summary	
Compliance Datermination	
Describe the basis that led to your det determination. The following minimum language to provide a clear descriptio	isministion have, identifying all kay elements from your support documentation that substantiate yo In language is based on your responses in this section. You are strongly encouraged to edit this or of your deturmination and a synopsis of the information that it was based on, such act is the information of the section of the secti
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· Names of all consulted parties and m	slevant consultation dates
· Names of plane or reports and releva	ant page numbers
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8-Step Process.jpg	
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Mitigation

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Which of the following mitigation that apply.

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The project may require elevating structure or structures. See https://www.hudexch nanzgement/for information on HUD's elevation requirements.

Natural landscape enhancements that maintain or restore natural hydro Planting or restoring native plant species Biosenation

Bonavies Colpotantipotion Sommater capture and neues Generic or vegation coffs, with damage provisions Natural Resources Conservation Service conservation easements or similar easements Independing dimetures g freeboarding above the required base flood elevations

measures have been identified for this project in the 8-Step or 5-Step Process? Select all

ally improved structures will be elevated two feel above base flood elevation. Other structures may be elevated as well depending otherness. All valikways, the playground, and the north parking lot will be made of permeable surfaces to facilitate dramage. An join has been drated and planed with all residents.





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.

Key Things to look for as HUD Preparer

 Check initial screens and fill in missing information (e.g. cost estimates, site visit)

Confirm level of review

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- Click through each related law and authority screen, evaluate all
- documents and info, and remove any placeholders
 Complete any consultation and make all determinations (e.g. floodplain management, wetlands protection, historic preservation, endangered species)
- Check mitigation measures
- Make a finding (e.g. FONSI)

Floodplain Management

Instructions for Partners

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

HUD Preparer should review and evaluate all information provided and complete 8-Step or 5-Step Process as required

Wetlands Protection Instructions for Partners

If project involves ground disturbance:

- Use the National Wetlands Inventory 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

HUD Preparer should review and evaluate all information provided and complete 8-Step or 5-Step Process as required

Endangered Species Instructions for Partners

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

 If consultation is required, Partners should coordinate with HUD. HUD Preparer should review and evaluate all information provided and consult with the Services as required

Historic Preservation

Instructions for Partners

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

HUD Preparer should review and evaluate all information provided and complete Section 106 consultation as required





Not All Items in Housing Requirements Apply to All Projects				
223(a)	(7) (all)	223(f) (i	f CENST)	
MAP Standard	Required/Not Required	MAP Standard	Required/Not Required	
Lead-based Paint	Not Required	Lead-based Paint	Required	
Radon	Encouraged, Must Complete if Testing and Reporting was Completed	Radon	Encouraged, Must Complete if Testing and Reporting was Completer	
Asbestos	Not Required	Asbestos	Not Required	
Nuisances and Hazards	Not Required	Nuisances and Hazards	Not Required	
Nuisances and Hazards	Not Required	Nuisances and Hazards	Not Required	



Enviro Partner Init	nmental ^{iated}	Assessment	ts ("Part B"):
4010 - EA Factors - Summary (50)	58)	Project Name: PHA	A-Training
Environmental Assessment Factors (24 0	OFR 58 40: Ref. 40 C/FR 1608 8 1508 27]		
for more information: Impschwww.onecpid.info/environmental-r	eview/environmental-assessments		
impact Codes: Choose from the following i	repart codes to obcurrent the impact for ea	ch factor. An impact code from the following list has been u	sed to make the determination of impact for each factor.
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EA Factor Guidance

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Fir	nal Screen	
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Initial Screen Project Summary Level of Review Deterministion Related Laws and Authorities Missisticn Measures and Constance	226 – Preparer Notification Screen (50/8) Ar a Patient User, you caret proceed part the goot in the environment of the Internet Screen (50/8) Default adjump of the mole and an environment of loose and adjump of the mole and and a screen adjust adjump of the process and adjump of the process and adjump of the context adjusts	Project Name: Sample Review what forces: Please aways this review to the Theoremship Cody ((Part IS)) or reviewed review record and ensure that you take a remainter of regioned trees frameware, use the news on the init and of this scenerio is analysis through bod
Find Streen	Generate Preview of Environmental Review Record When you are satisfied with the review up to the point, message the Assign Review the sade merch. You are alongly security agost and environmental review network. So	muscemental moves to the Responsible Entry on PLOS prepare by referring the RE or HSO start presents to entry availability and availability and second Stiffwe we will Exit.

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Address with 3rd parties; either inside of system or outside of HEROS. $\circ\,$ If within HEROS, you can assign back to $3^{\rm rd}$ party with comments.

If ECO sends back to HUD preparer with comments, HUD preparer can assign back to 3rd party, but they will not see comments on the certification screen.

Be cardly that I have completed this review and prepared the environmental finding where applicable. If information was supplied by an supplicable contract, if have independently evaluated the information for accuracy and supplemented it if necessary to conform to the environmental this project to exprove.
I recommend this project to exprove.

- ents entered here are visible ONLY to other HUD users -- not to Partner users. |

me of Preparer. Your Name

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After you assign this review before assign	review to another user.	ser, yau will no lang	r be able to edit it unless it is assigned back to you. Be sure you are done edi	ting this
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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.



Assignment History Screen

Posting to the HUD Exchange Completed Part 50 and 58 reviews will be archived on HUD Exchange for a year. https://www.hudexchange.info/environmental-review/environmental-review-records/ - HUD EXCHANGE **Environmental Review Records** ed Resources Ministration Construction Autocontration Filter By -12 AN w

Tools and Resources

HEROS Resources

Training materials on the HUD Exchange include:

- User Guide: <u>https://www.hudexchange.info/resource/3150/heros-user-</u> guide
- How-To Videos: <u>https://www.hudexchange.info/resource/3848/heros-e-tutorials/</u>
- 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: <u>https://www.hudexchange.info/environmereview/heros</u>

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 Assessment Factors/Site Planning Explosive and Flammable Facilities Wild & Scenic Rivers Farmland Air Quality Historic Preservation: The Section 106 Process Site Contamination

Environmental Justice

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/Environmental-Review-Requirements-for-RAD-Transactions.pdf

Extended FHA Environmental **Review Training** https://www.youtube.com/watch?v=koGldiHziVI = You Tube fha environmental review Q, ± 0.0 utoplay 0 wironmental Training te Part Three Environmental Training for FHA Multifamily Programs Ine Part Four -D 004/11200 FHA Environmental Training Day One Part One HUDchennel 158 v



HEROS Quick Links

OEE on the HUD Exchange: https://www.hudexchange.info/environmental-review/

HEROS on the HUD Exchange: https://www.hudexchange.info/environmentalreview/heros/

FAQs: https://www.hudexchange.info/heros/faqs

Log into HEROS: <u>https://heros.hud.gov/</u> or <u>https://heros.hud.gov/ssoheros/</u>

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.