

HEROS Part 50 Training for SHOP and VHRMP Grantees-20190425 1700-1(2)

Benjamin Sturm: Hello, good afternoon, everyone. Thank you for joining us for today's webinar on the HEROS for SHOP and VHRMP grantees.

My name is Ben Sturm and I work with the Cloudburst Group. We are joined today by Lauren McNamara, Liz Zepeda, and Lauren Hayes of HUD's Office and Environment and Energy.

Before we get started, I would like to share a couple of housekeeping notes regarding today's session. This webinar is scheduled for 90 minutes. However, there is a chance that this session could run longer, if needed. We are also expecting a large number of you in attendance, so all lines are muted.

This session will be recorded. The recording and PowerPoint slides will be made available on HUD Exchange within the following week. If you look at your WebEx control panel on the right-hand side of your screen, please take note of the following.

Computer audio, if you would like to change your audio settings from phone to computer, please be sure to click the Quick Start menu on the top left of your WebEx screen; and then go to the audio conference section. Switch the selection from phone to computer audio.

The chat pod by default, is set to host. Please use the dropdown arrow to select presenter, panelists, and host option.

The Q&A pod – all questions should be submitted through the question pod. By default, this pod is not automatically selected. Please now, take the time to locate and click the Q&A pod, so that it is added to your screen. The Q&A icon should be located within your control panel at the top right-hand side of your screen.

We will be stopping throughout today's session to answer questions that are submitted through the Q&A pod. Please submit your questions when you're thinking about them. We'll respond to them when appropriate. If we're not able to get to your question today, you can go ahead and submit it through the HUD Exchange Ask A Question for HEROS.

If you are having technical issues related to audio or screen sharing, please also submit those questions through the Q&A pod on the control panel. I would now like to turn today's presentation over to Lauren McNamara.

Lauren McNamara: Great, thank you, Ben. First, I'm going to introduce Jackie Williams, the Director of the Office of Rural Housing and Economic Development for a quick introduction.

Jackie Williams: Thanks, Lauren. Good afternoon, everyone. It's a pleasure to address you this afternoon. Because we know that you're eager to serve the veterans as well as the self-help recipients for the program.

However, it's important to HUD can ensure that we have a proper process in place for environmental reviews. Today is the first step for the Office of Rural Housing and Economic Development to work with our current grantees regarding the HEROS system.

This is going to be a long day, but it will pay off in the end. Clearly, as we move forward with the program, grantees will have experience and will carry out their Part 50 requirements for each of the programs.

We know that you're going to have lots of questions today. We know that you're going to have questions after today. We encourage you to reach out to HUD to ensure that we provide you technical assistance that you need.

Again, welcome to this training. It will be a pleasure to work with you down the road to ensure that we serve the people of both the SHOP and the Veterans program. Lauren?

Lauren McNamara: Thank you, Jackie. Alright, so just a note. We are working on finalizing the notice for the VHRMP recipients to discuss protocols for Environmental Review. We hope to have this notice finalized in the next few weeks. Please stay tuned for that.

On today's webinar, we will be covering the following; Parts 50 Environments Reviews, just general background; environments review resources; an overview of the HEROS system and the partner user roles. We'll go into user access.

How you will request users access to HEROS. We'll walk through a HEROS demonstration, including some special instructions for specific screens. Finally, our suite of HEROS resources that are available to you.

Now, we're going to have a quick poll question. I am going to open the poll question. How familiar are you with HUD's environmental requirements? Very familiar, somewhat familiar, I have no idea?

It looks like most of you have responded. It looks like there is a mix between those of you who are very familiar, somewhat familiar; and those who are very new to environmental review. I'm going to close the poll questions. We'll continue on with our presentation.

Now, we'll discuss your role as HUD grantee in the Part 50 environmental review process. What is an environmental review? It's a process to determine that a HUD assisted project does not have an impact on the environment. That the environment does not have an impact on the project; an environmental review document's compliance with 17 environmental laws and authorities under the umbrella of the National Environmental Policy Act.

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The environmental review is a written record of HUD's compliance. The second bullet on this slide is very important for veterans' grantees. Until HUD has completed the environmental review, you and your partners may not undertake any action that would have physical impacts, even when using non-HUD funds.

For SHOP grantees, you are allowed to acquire properties with your own funding at your own risk prior to the environmental review.

A little bit more information for Part 50; as a grantee, you must assist HUD with the preparation of the Part 50 environmental review. This will be done using our HEROS system that I'll go into more detail on. You may hire consultants to help you prepare this documentation.

If HUD identifies any mitigation measures, you'll have to carry them out. Once again, veterans' grantees, you cannot commit any choice limiting actions prior to the completion of the environmental review. If you are working on a project and you're unsure if a specific action might be choice limiting, definitely ask HUD before doing anything.

Now, I'm going to show you our online resources to help you with environmental compliance. First is our main page. This is our landing page on the HUD Exchange. This can easily be found by googling HUD environmental.

The main links to know are our staff contacts, our Web-Based Instructional System for Environmental Reviews, also known as WISER; the link to HEROS; training webinars; and finally, resources for our specific environmental laws and authorities.

Here, the first one is our staff contact page. If you're working within a region – and, if you're working on a project and you aren't sure which region you're working in, you can click on Find Your Region. We'll let you know based on the state your project is located in, which region you should reach out to for HUD staff.

Next, we have WISER. In our office, we really like our acronyms. We have HEROS and WISER. WISER is made up of 15 modules that cover the basics; tools, and resources and each of the laws, and authorities.

Each module is self-paced, and includes background guidance on HUD compliance, and instructions for using online tools. This is an excellent resource, if you are very new to HUD environmental review procedures.

Here we have our HEROS main landing page. It includes a link to the HEROS Access Form., which I'll discuss in more detail, as well as all of our HEROS training resources.

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We also have our environmental review training page. This includes training for specific topics as well as specific HUD programs. Finally, we have our environmental laws and authorities landing page.

This page links you to each of the laws and authorities. Here, we'll take a closer look at the Coastal Barrier Resources Act.

Each of these laws and authorities has a page that includes background information and guidance on how to comply for HUD programs. It also includes links to resources.

Okay. Now, we're going to jump into discussing HEROS. What is HEROS? HEROS is an enterprise system that walks users through the environmental review process. It replaces HUD's old paper-based system and moves us into the 21st century.

The next few slides I'm going to discuss how Part 50 and Part 58 work in HEROS. The Veterans program is only under Part 50. If you're a veteran's grantee, you're strictly working with HUD on your environmental reviews.

If you're a SHOP grantee, you can work with a responsible entity to complete the review under Part 58. However, if you're unable to identify or work with the responsible entity, you can work with HUD on a review under Part 50.

In HEROS, under Part 50, a grantee and their consultant can work together on the same review and submit that review to HUD.

There is some background noise. Can everyone please put their phones on mute? Thank you.

For Part 50, there are two user roles. The partner who assists in the preparation of the environmental review and HUD who performs the analysis and approves the review. As a SHOP grantee, you are a partner. If you hire a consultant, they are also a partner.

Throughout this webinar, anything that can be completed by a partner user will be highlighted in navy blue. What needs to be completed by HUD will be highlighted in green.

When working with responsible entities under Part 58, SHOP grantees can work with their consultants. They can work with their responsible entity.

This is just the flow under Part 58. Partners assist responsible entities with the Part 50 review by supplying documentation. Responsible entities performing analysis and finalize everything. HUD approves the authority to use grant funds.

Here is an example of the process when a partner user is working with HUD.

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A partner can initiate review, complete initial analysis, and documentation, and submit the review to HUD.

HUD reviews the partner's analysis and documentation, completes compliance requirements, makes findings and determinations, and approves the review. If there is any missing information from the partner, HUD can assign a review back to the partner to work out anything that needs to be provided.

Okay, user access; after this training, you'll be sent a follow-up e-mail. It will include a link to the HEROS Access Form. The link to this form is also available on the website that I showed you before on our HEROS main page.

With the HEROS Access Form, you will be asked to provide basic information that I'll walk you through now. You'll be asked to provide basic contact information.

Next, if you have a HUD issued ID, you will provide it to us. But, if you don't have a HUD issued ID, you'll have to select no. A HUD issued ID would be something that would be used with our IDA system.

If you don't have any access to HUD systems, you don't have a B or C ID yet. If you don't, select no. We'll set you up with an ID.

Next, since you don't have an ID, you'll be asked to provide a five-digit PIN. This should be five digits that you can easily remember when you have to reset your password. Or, we really recommend that you write down your five-digit PIN just in case you ever have to call for a password reset.

Next, you'll select your organization type. If you work with for a SHOP or a Veterans program grantee, you can select nonprofit. If you are a consultant hired by that grantee to complete an environmental review, you can select consultant.

Next, you'll enter the name of your organization. You'll select the type of program that you're working with. Here, we have a special selection for you for SHOP veterans program grantees.

Next, you'll be asked who is legally responsible for and finalizes the HUD environmental review for your organization? The veteran's grantee, you're only going to be able to select HUD.

If you're a SHOP grantee, you can select both. Because you can work with the responsible entities. If you're unable to work with a responsible entity, you can work with HUD.

Finally, you'll have to provide the name of your HUD contact for environmental review. Here, for veterans' grantees, you're going to enter the

name Thann Young. He is with the Office of Rural Housing and Economic Development.

Then, if you're working with SHOP, you'll have to enter the name of your local Field Office, CPD rep, or PES that you're working with.

When you submit this form, it should take about three weeks to process your user access requests. If you're missing any information, we might contact you for a follow-up. But, you will receive an e-mail letting you know that your access has been granted. That e-mail will come from HEROSinfo at Hud dot gov.

Okay. Now, we're going to go into a quick demonstration of HEROS. Just a reminder, if you have any questions, you can enter them into the Q&A pod. We can respond to them at the end of the presentation. But, if anything comes to mind while I'm presenting, feel free to enter it at any time. We'll go over them at the end.

Okay. Here is a high-level representation of the environmental review process. First is defining the project, determining your level of review, performing the analysis, finalizing the review by HUD. Then, if there are any post review considerations such as mitigation measures that need to be taken.

All of this information is maintained in the Environmental Review Record or ERR. HEROS maintains this information and creates the Environmental Review Record.

Here is the HEROS login. As a partner user, you'll receive a BID and an initial password when you receive your welcome e-mail. If you have any issues with accessing the system, there is a 1-888 number on this screen that you can call to address any login issues.

Or, you can submit a question via Ask A Question on the HUD Exchange.

Alright. First, I'm going to walk through some general system tips before we dive into kind of the flow of this screen. First, save your work often, due to HEROS security system activity timeouts. If you're inactive in HEROS for 20 minutes, you will be logged out.

Note the typing on a screen that is not being active. You need to make sure you're pressing the Save button often. You will receive a popup warning you when there are three minutes remaining. You should press Continue and save your work very quickly after that.

Next, we have text tips. Anytime you see a blue circle next to a word, if you click on it, you'll receive a popup. That will provide you with a little clarification and more information.

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Here we have a special note about file names. A large part of the environmental review documentation will be uploaded into the system. This will be like a PDF, a Word document, anything of that sort.

When naming these files that you're going to be uploading into the system, do not use anything besides numbers and letters. The period before the dot PDF or dot Word are fine. But, any additional periods or any additional special characters will cause issues with generating your Environmental Review Records.

Next, we have our side menu. After completing the initial screen, a side menu will appear on the left-hand side of your screen. Then, after determining your projects level review, this side menu will expand to show the different screens that you'll need to work your way through for finalizing a review.

Okay. When you first log into HEROS, you will land on your My Environmental Reviews dashboard. The first time you land there, there will be nothing here.

Here, you will only see the reviews that you are currently working on. When you log in the first time, you won't see anything. But, when you start working on a review, and you log back into work on it, it will be on a dashboard. If you want to start a new review, there is a button to do so.

Alright, the first question you'll be asked is, "What type of review are you working on, Part 58 or Part 50? Based on your profile, you'll be able to select Part 50 or Part 58.

But, if you will most likely be able to select Part 50; if you're a Veterans Program in SHOP. You'll have to know which part your review is falling under. If you're working with HUD, it will be Part 50. If you're working with the local government, it will be Part 58. Here, we're going to select Part 50.

Next, so on this initial screen, you're going to be entering a lot of basic project information. The one thing to note about this screen. You have to complete this screen in its entirety in order to save the review in the system.

Make sure you have kind of gathered all the information that you'll need. You can add placeholders and go back and edit it. But, just be sure that when you're starting a review, you are able to save this screen to make sure the review is started in the system.

As I mentioned before, as I walk through these screens, what can be completed by a partner will be highlighted in blue. What can be completed by HUD will be highlighted in green.

Here, as a partner, you will enter your project name as well as your HUD funding source. Just a note for the Veterans program. In the program name

drop list, it's not listed. You'll have to select other CPD program. But, for SHOP, you are in the dropdown list.

Once you select your HUD funding source, you can enter your total HUD funded amount and estimated total project cost. If you anticipate using funds or any federal assistance from another federal agency in addition to HUD. Then, you'll be asked if your project involves over 200 lots, dwelling units, or beds.

Then, HUD will come in and just confirm that information. On the bottom of the initial screen, you'll be asked to provide your grantee information. The name of the HUD preparer, so this should be the person you're in contact with to make sure the review is complete.

Then, if you're a consultant, you'll enter your consultant name and the point of contact. Be sure to click Save and Continue. Then, HUD will finalize this and make sure everything is correct.

Next, we'll move on to the project summary screen. Here, a partner can enter the project descriptions as well as the project locations. Then HUD, once the review is with them, will review that information.

As you work your way further down on the project summary screens, partner users can select the type of activity involved in the project. Whether the project will lead to a change of land use? What's the final use of the property?

Be sure to save, and then, HUD will always come back and confirm this information.

Next, we'll be determining the level of review. As partners you make a preliminary level of review selection. HUD will confirm this level of review is correct and will approve those partners' selection. Refer to program guidance for information on determining the level of review.

HUD Notice 16-12 provides guidance to SHOP grantees on the levels of environmental review based on project activities. The Veterans Environmental Guidance, that should be out very soon. It will also provide this information based on eligible activities.

Here is the level of review screen. Noted again, only HUD can determine the level of review. The initial selection by a partner is just advisory. For this example, we're going to select a categorically excluded subject to project.

It's going to be rehab of a building. It's going to be rehab of a building for residential use. That is not increasing the density beyond four units. The land use does not change. The footprint of the building is not increased into a floodplain or wetland.

This will be what the partner is submitting to HUD. Then, HUD will go back in and confirm that this is the appropriate level of review based on the project activity. Finally, always click Save and Continue.

Okay. Now, we're going to walk through a few of the related laws and authority screens. A partner user cannot legally complete the full analysis and compliance steps for the laws and authorities. The partner makes suggestions and initial analysis. But, HUD will make the final determination.

Partners cannot initiate consultation for Historic Preservation or endangered species. To ensure that HUD reviews each of the law and authority screens, partner users may not reply to the final question on each screen. Are formal compliance steps or mitigation required? You will see the question, but you will not be able to select the answer.

Okay. HEROS does require that each screen be fully completed to make sure that documents can be uploaded. As a partner user, you're going to respond to the questions using your best suggestions for HUD.

You are going to work your way through this screen, explain your actions and suggestions to HUD, and be explicit about which responses are final and which are advisory. HUD will come back and review all of this documentation and feedback provided on each screen.

If you want to familiarize yourself with the process flow of the laws and authorities' screens in HEROS, we do have our partner worksheets on our website. They walk through the same logic as HEROS does. These are the worksheets that are referenced in Notice 16-12 for SHOP grantees.

Performing the analysis, so depending on your level of review, this screen will have either three or 16 laws and authorities. Here, partners will be able to click on the specific compliance factor. They'll be able to provide compliance determinations.

But as I said before, they will not be able to answer the question, "Are formal compliance or mitigation required?" That requires HUD to come back and review the compliance and determination and select the final yes or no question.

I'm going to now walk through a few of the trickier screens in HEROS to show you how this would work as a partner user. Okay. Floodplain management; as a partner user, you can create a flood insurance rate map with your site marked on it; and identify whether the project contains any floodplains.

This is a preliminary suggestion. You can make a preliminary suggestion as to whether an exception in 24 CFR 55.12 applies? If an 8-step or a 5-step process is required, you'll have to work with HUD to complete this process.

You should not conduct any of the 8- or 5-step processes without first consulting with HUD. This is because the 8- or 5-step process requires alternative analysis and public notification requirements. If you run into a project that will require that, definitely work closely with HUD on that.

Here is what the floodplain management screen looks like. The first question, you're asked if there are any exceptions under 58.12(c) [PH]? If not, you're going to click next; none of the above to get to the next part of this screen.

Here, under question two, you'd upload your FIRMette with your site marked. Then, you'll have to respond if your project is in a floodplain or not. For this example, we're going to say the project is in a floodplain. It's in a 100-year floodplain.

Next, we're going to say that the 8-step process does apply. The partner user is going to suggest mitigation that could be met. If an answer process is required, definitely work with HUD. Then, make your suggestions on this screen as to what mitigation should be included. This should be in discussion with HUD.

Then finally, HUD will come back, and update this information, and provide clarification. Finally, you'll get to the screen summary where you'll be given an initial compliance determination based on your responses. You will add more information, kind of more information about the specifics of the flood insurance rate map and any suggestions for HUD. Then finally, you'll upload documentation. Then, HUD will come, and finalize the compliance determination, and finally answer the, "Are formal compliance steps for mitigation required?"

Next, we're going to walk through wetlands protections. If a project involves ground disturbance, you're going to need to conduct a preliminary screening to see if the site contains a wetland.

If the project site does contain a wetland, definitely consult with HUD as to whether you need to work a little further with the Fish and Wildlife Service. Also, if an 8-step process is required, you'll have to coordinate with HUD.

For this example, the first question, "Does your project involve new construction or expansion of the building's footprint?" If you remember, on the law and authority, on the level of review and determination screen, we said that our project did not involve the expansion of the building's footprint.

But for this example, we're going to say it does. By selecting yes on the first question, you will be taken to the second question. Then, you will be asked to provide more information about mitigation.

The partner can provide some text in this text box to alert the user about

mitigation; as well as any mitigation actions can be selected. HUD will then come back and finalize this.

Next, we have the screen summary, which is the same setup as the floodplain screen. There is an initial compliance determination generated by HEROS. The partner will add more information and upload documentation. HUD will come back, and edit the compliance determination, and answer the final question on the screen.

Next, we have endangered species. As I mentioned before, partners should not contact the Fish and Wildlife Service or NOAA for consultation. They should need to coordinate with HUD to do this.

As we walk through this screen, the first question, does the project involve any activities that will have the potential to affect the species or habitat? We'll select yes. We'll move onto the second question where we will select yes; there are federally listed species or critical habitats present in the action areas.

Under question three, we're going to say there's no effect. We will be taking a question six, where we will select no mitigation is necessary. This is based on coordination with HUD and working with the Fish and Wildlife.

All of these can be responded to by the partner user. The partner user can enter text on the screen. Then, HUD will come back and finalize this information.

As with the other screens, you will be taken to the screen summary where the partner user will edit the compliance determination to discuss the process that has been worked on with HUD, uploads supporting documentation. Then, HUD will come back and finalize a compliance determination and answer the final question on the screen.

Historic Preservation, so for Section 106, partners should not contact the State Historic Preservation Officers or the Tribal Historic Preservation Officers. This can only be done by HUD.

As a partner, you can do preliminary research and provide this background information to HUD. But, consultation needs to be done by HUD. You'll make your preliminary suggestions. You'll describe your conclusions. You will coordinate with HUD.

Here is what the screen looks like. For this example, we're going to say that the project includes activities with the potential to cause effects.

Under step one, initiate consultation, you can enter information, but you should not be leading consultation. You can work with HUD for consultation with the SHPO, THPO, and other interested parties. You can provide a

summary of the consultation process. When HUD finalizes the review, they will update this information.

Under steps two, you will identify and evaluate historic properties. You will work with HUD to identify these properties. You can provide additional notes to HUD. Then, HUD will come back and finalize this.

Under Step three, you will provide notes on the determination, your advisory recommendation to HUD. Then, HUD will come in and finalize this.

Finally, with the screen summary as with before, HEROS provides a compliance determination based on responses. The partner user will elaborate and provide more information to HUD. They'll upload documentation. HUD will come back and finalize the compliance determination and answer the final step on the screen.

If you are working on an Environmental Assessment, analysis can be initiated by the partner. HUD will finalize it. I'm sorry. I moved through it a little too quickly. For Environmental Assessments, you can provide an initial impact code, and impact evaluation, and if mitigation is necessary. HUD will come back and finalize this screen.

Next, we have mitigation measures, so these measures are recorded on each of the law and authority screens when a user is prompted to add mitigation measures into a text box. Once on this screen, if you notice that anything needs to be edited or changed; if you click on the blue text under law, authority, or factor, you'll be taken back to the screen where you can update the appropriate text box.

Partner users make the suggestion. HUD finalizes the mitigation measure or conditions. HUD then provides information about the mitigation plans. Click Save and Continue.

Once you have walked through all of that, all the laws and authorities; if you are doing an Environmental Assessment, the Environmental Assessment factors and other screens. You'll be taken to the Preparer Notification Screen.

As a partner user, you cannot proceed past this point. If you are working with HUD, you need to assign the review to HUD. If you're working with the responsible entity, you can assign the review to a responsible entity. While you're here, you can generate an Environment Review Record.

I'll show you what that looks like. But, this is a point and time when you need to assign a review to the person who will finalize it.

Okay. Here is the Environmental Review Record. This documents all of the text that has been entered on the screens. All of the documents that have been uploaded and HEROS will be turned into hyperlinks.

The first few pages mimic the initial project summary screen. You see your project description. You see maps that have been uploaded. You see your level of review. You see your funding information.

Then, you get to your laws and authority. This looks like the screen in the system where you see the compliance determination and our formal compliance, or mitigation required.

Then, the appendix of the Environmental Review Record is each of the laws and authorities. How the user responded to the questions on the screen; as well as any documentation uploaded by the user, it becomes a hyperlink.

When you're on a screen, be sure to save the documents. Then, you can also e-mail this document to HUD when you assign the review to them. This is, kind of, for your records. Just a heads up to HUD, what that is. This is an electronic Microsoft Word document.

Okay. Now, onto assigning the review; so, from that screen where you are kind of told to pass the review on, you need to assign a review. The assigned review button is in the side menu on the upper left-hand side.

On the Assign Review screen, you can enter the first or last name of the person you're going to be assigning the review to.

Once you have identified the person in the search box that you'll be assigning the review to, be sure to highlight their name in gray, so that the whole row is gray, and click assign.

If you have been passing this review back and forth between, let's say, the grantee and the consultant, you will be able to see who has previously been assigned the review. You can easily just select from that box. Or, you can search for the person.

If you were working with them, you would type in Young as the last name. You'll be able to find him and assign him the review.

Once this review has been assigned to the next person, this review will no longer appear on your dashboard. Be sure that you're the person you're assigning the review to is available to edit the review, and to work on a review.

If they're not, and you need to get the review back, you can submit an Ask A Question. We can assign the review back to you, but just be sure to coordinate with whom you'll be passing your review onto.

Then, when you do assign a review, you do receive a confirmation e-mail. As the person who is assigned a review, you receive the e-mail. The person

you're assigning the review to also receives an e-mail. This e-mail will include information such as the project name and the person who has assigned the review to you.

What happens next? What happens when you have walked through this entire process and submitted the review to HUD? If there is any missing information, HUD will contact you. If it's necessary, HUD will assign the review back to you to provide more documentation.

Once the review is completed by HUD, you will be notified by HUD that the project can proceed. The review will be assigned back to the grantee. We recommend that you save an electronic copy of the Environmental Review Record.

One thing to note about the final Environments Review Records. On the second page, second or third page, depending on the length of the project description, you will see a review certified box. This will include the name of the HUD official who has approved the review, and the date that they approved it.

Okay. One other thing to note, reviews are posted to our HUD Exchange website. Reviews are published during public comment periods. If you're working under Part 58, we do have public comment periods. They're published online.

Under Part 50, the complete reviews are archived on the HUD Exchange for about a year. Now, we will take a look at the resources. As I mentioned before, when we kind of quickly went over our website. We do have a HEROS landing page.

Here, we link to our kind of hodgepodge of HEROS resources. We have a user guide, which we are in a process of updating. There should be a new user guide on the website soon. We have how-to videos. If you wanted to focus on a specific part of the environmental review, you can watch one of these videos.

If you wanted to know how to set up a review, you can watch a video on how to do that. If you want to watch review on how to do the law and authorities again, you can watch a video on them. Then we have our frequently asked questions.

We also have our HUD Exchange Ask A Question where you can let us know about any HEROS issues. We do have live Q&A webinars. I do not know when our next one is scheduled off the top of my head. But, those happen every so often.

We do let everyone know when those are happening. We have the HEROS worksheets, if you want to familiarize yourself with the flow and the process

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of the system. All of these materials are available on the HUD Exchange.

Okay. Now, I'll open it up to any questions.

Liz Zepeda: Okay. We have got two questions in the queue. If you've got more questions, please type them in now. Our first question is, "If an individual has an IDIS user ID, do they still have to create a HEROS account? Or, does the IDIS or DRGR account info work for the HEROS accounts?"

Lauren McNamara: Okay. That's a good question. It does not. If you do have an already issued HUD ID, it does save us time with setting up your profile. We don't have to go through the process of requesting an ID for you.

But, it does not automatically translate from one system to another. But, the good thing is that your password will be the same for like all 30.

Liz Zepeda: Alright, thank you, our next one. Is it a requirement that HUD be the party to contact the SHPO and tribes –? I'm sorry. Is that requirement applicable only when HUD is doing the review under Part 50, or also when there's a RE?

Lauren McNamara: It's for both. If you're working with a project that requires consultation, consultation needs to be done by the responsible entity or HUD. This is due to government to government relations with tribes. Also, under Part 50, the responsible entity needs to take the lead on consultations for Historic Preservation.

It's the same as both. Partners should not be reaching out to these entities. The responsible entity and HUD should be doing that.

Liz Zepeda: Okay. We've got a new question that came in. Another one just popped up. How will the system work with subgrantees? Currently, subgrantees do all of the early steps directly with the responsible entity.

Then once the RE signs off, then the grantee sends it to HUD to issue the Request for Release of Funds and the authority to use grant funds. Do subgrantees need access to HEROS?

Lauren McNamara: If subgrantees are preparing environmental documentation, which in this question makes it sound like they are. They should have access to the system to provide that information to the grantee, and then, essentially, onto HUD, or the responsible entity.

Liz Zepeda: Okay. In signing up for HEROS, what do you do if you work with multiple responsible entities?

Lauren McNamara: If you work with multiple responsible entities – and Lauren Hayes, if you're on, definitely jump in, and correct me if I'm wrong. But, I believe on the HEROS Access Form, when you enter a responsible entity, you will be able

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to enter more than one. Is that correct, Lauren?

Lauren Hayes: Yeah. You could list additional ones on the form.

Lauren McNamara: Okay. Yes. If you work with more than one responsible entity, you can list them there. If you are a grantee that works nationally, and you have a project in an area that you've never done it before. You're working with a new RE. You can let us know. We can link you to that RE in the system.

Liz Zepeda: Okay. I have got one last one. Grantees will have to set up subgrantees and responsible entities in HEROS. I guess, and can we talk more about how that is set up?

Lauren McNamara: The HEROS access request will be processed by HUD. HUD will initially be setting it up. If you are working with a subgrantee, you just need to let us know which response. If they're working with the responsible entity? Or, if they're working with HUD?

You can e-mail this person. You can e-mail me after this to kind of clarify the ins and outs of this. But basically, as long as you and that subgrantee are under the same umbrella, whether it be a responsible entity or HUD, you'll be able to share the environmental reviews.

If you need more information, or if you wanted to kind of work with me on putting together a list of who works with who, we can do that in addition to submitting your access request.

Liz Zepeda: This next one starts with an acronym that I don't know. But, I think we can use context clues. HFHI, I think this would work for any subgrantee are non-responsible entity organization.

In the past signed off on Part 3 of the Requests for Release of Funds form – how will that process work in HEROS?

Lauren McNamara: Okay. That's Habitat for Humanity International.

Liz Zepeda: Thank you.

Lauren McNamara: Under Part 3 of the Request for Release of Funds, you as the Part 3 non-RE recipient will be able to sign up part of the request for release of funds in the system. If you're working with a RE, you can essentially certify that section within the environmental review in the system.

Or, if the responsible entity is still doing their Request for Release of Funds on paper, they might have you sign it on paper. Then, they will upload it into the system. It just depends on how that responsible entity is completing it.

They're either going to complete it on paper. You'll sign paper. They will

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upload it for you. Or, you will be able to select that you certified Part 3 in the system.

Liz Zepeda: Okay. The next one reads, "It appears that all environmental reviews will be going into the system, including categorical exclusions. That the system guides one through each level of review." Is that correct?

Lauren McNamara: Yeah. HEROS does walk through categorically excluded and not subject to reviews, categorically excluded subject to reviews, and environmental assessments. Depending on your activities, HEROs will walk you through the different levels of review.

Liz Zepeda: Okay. I think that is all of the questions that we have gotten. Thanks.

Lauren McNamara: Great. Thank you, Liz. Thank you, Lauren. If you have any additional questions that come up after this webinar, definitely feel free to reach out to me via e-mail. Or, you can submit a question using our Ask A Question link on the HUD Exchange.

We will be sending you information on how to sign up for HEROS after this webinar. I appreciate your time this afternoon. Ben, do you have any closing remarks?

Benjamin Sturm: No. I do not, other than all participants will receive a follow-up e-mail from us with the link to the HEROS Access Form. We will have the webinar recording and PowerPoint available within the following week. That will be posted on HUD Exchange.

Lauren McNamara: Great, thank you. Have a good afternoon, everyone.

[END OF TAPE]