

# Conducting a Part 50 Environmental Review for Continuum of Care (CoC) Tenant-Based Leasing/ Tenant-Based Rental Assistance Activities in the HUD Environmental Review Online System (HEROS)

## Getting Started

Before getting started, determine the scope of the review and collect the key documents for all tenant-based leasing CoC grants in the area to be considered by the review. A single Part 50 review may evaluate all units leased through CoC-assisted tenant-based leasing (TBL) or Tenant-Based Rental Assistance (TBRA) within an entire city, county, or state. HUD staff should conduct a single environmental review that considers the largest number of CoC TBL/TBRA units possible (e.g. for all proposed CoC TBL/TBRA in a single state). The review can cover a period that works best for the field office's recordkeeping; however it should not span longer than five (5) years). In no case should an environmental review be completed for a single CoC-assisted TBL/TBRA unit.

In states where there are multiple CPD Field Offices, each field office should complete an Environmental Review for their jurisdiction.

- Start by logging into HEROS at <https://heros.hud.gov/ssoheros/> (if logging in through the HUD network) or <https://heros.hud.gov/heros> (if outside the HUD network).
- You will be directed to the My Environmental Reviews dashboard. Select the "Start a new environmental review" button in the upper left of the screen.
- When prompted on screen 1101 – Review Type, select "Part 50."

## Screen 1105 – Initial Screen

- Enter a Project Name that will be clear for other users: for example, "All 2019-2024 CoC TBL/TBRA Units in Maryland" or for a field office "All 2019 CoC TBL/TBRA Units for Los Angeles Field Office."
- In the HUD Funding Source chart, enter a single line for each grant number covered in this state review. Press the "Add Another Funding Source" button to add as many lines as necessary. For each line, select "CPD" as the HUD Program and "Continuum of Care Program" as the Program Name. Under "Estimated Total HUD Funded, Assisted, or Insured Amount," enter the approximate total amount provided for TBL/TBRA across all grants listed in the table above. For "Estimated Total Project Cost," provide a rough estimate for how much will be spent on TBRA, including the amount provided by HUD and other funding sources. Up to eight (8) grants can be entered into the chart, if there are more grants throughout the state a word document including a list of all grant numbers covered in the state review can be uploaded on Screen 1125 - Project Summary.
- Respond to the following questions. In most cases, the project will not involve funds or assistance from other Federal agencies, and generally more than 200 units or beds will be involved.
- For purposes of this type of activity, one review may consider grants to multiple grant recipients. When prompted, select one representative grant recipient and enter their information on this screen. You should provide information on any other grant recipients in the project description on Screen 1125 – Project Summary.

- Enter your name as the HUD Preparer. Leave the Consultant Information section blank.

#### Screen 1120 – Sensitive Information

Generally, TBL/TBRA projects will not be considered sensitive, and it will be appropriate to select the first response, “This project type is not sensitive.”

#### Screen 1125 – Project Summary

- In the Project Description textbox, describe the scope of the tenant-based leasing project, including all grant recipients and other partners involved.
- Under Project Location, you will be required to provide a city and state. If the review covers more than one city, enter a representative city name. Street address and zip code may be left blank, and it is not necessary to validate the address. Describe the full geographic area considered in the review in the Location Information textbox.
- If uploading a word document listing all of the grant numbers covering the review, upload the document using the Upload button under the Location Information textbox.
- A field inspection is not required, and that section may be left blank.
- Indicate that the project activity is leasing, the project will not require any change in land use, and the planned use of the property is residential. Select single family and/or multifamily depending on the intended type(s) of units to be leased.

#### Screen 1315 – Level of Review

Select the radio button next to “Categorical exclusion not subject to the Federal laws and authorities cited in 24 CFR 50.4 (CENST)” and the checkbox next to “Tenant-based rental assistance. 24 CFR 50.19(b)(11).”

#### Screen 1351 – LOR: No Compliance Required

There is no need to upload any additional documents on this screen. Press “Save and Exit,” and the environmental review is complete.