

## Using HEROS as a 202 or 811 Applicant or Partner

*The purpose of this document is to provide instructions to applicants and third-party providers assisting HUD with Part 50 environmental reviews for Section 202 Supportive Housing for the Elderly and Section 811 Supportive Housing for Persons with Disabilities.*

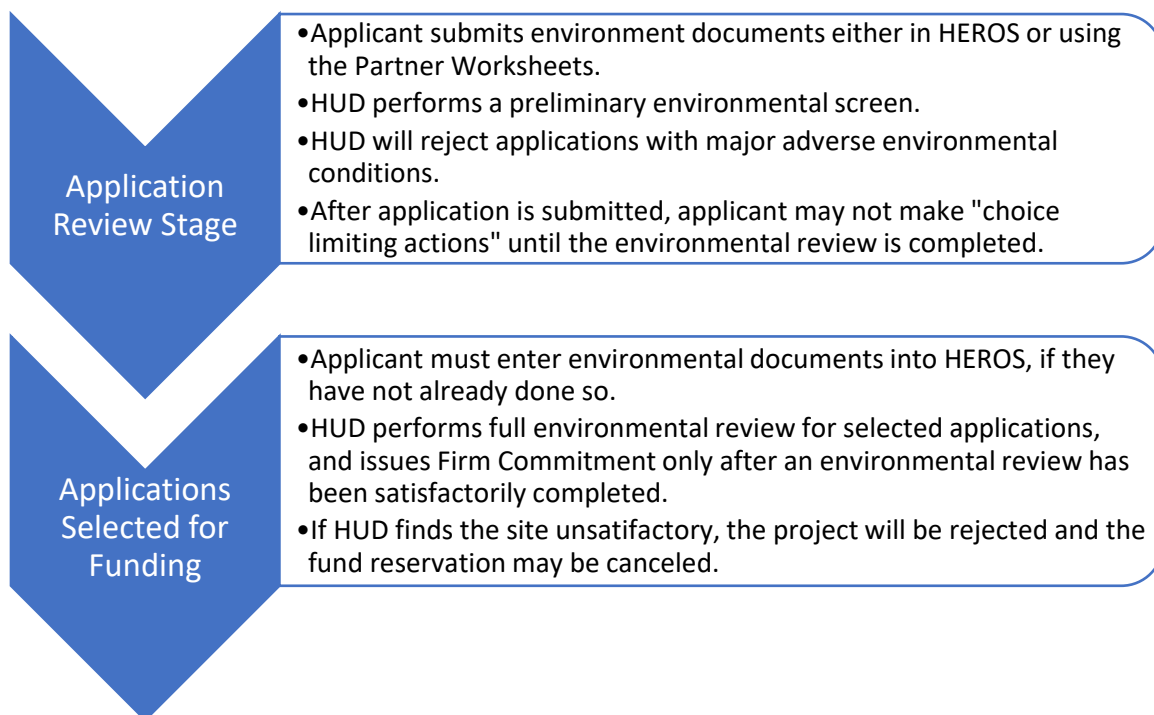
### Submission of Environmental Reports for the 202 and 811 Program

Environmental reviews for Section 202 and 811 projects are performed in two stages. During the application review stage, HUD performs only a preliminary environmental screen to identify any major adverse environmental conditions. At this stage, applicants must submit certain environmental documents, but these documents may be submitted either through the HUD Environmental Review Online System (HEROS) or by preparing the "Partner Worksheets." However, all environmental documents must be entered into HEROS after the Applicant has been selected for funding.

Once an application has been submitted to HUD, applicants shall not acquire, rehabilitation, convert, demolish, lease, repair, or construct property, nor commit or expend HUD or non-HUD funds for these program activities with respect to any eligible property, until HUD approval of the property is received. Applicants may continue to perform obligations to sustain an existing leasehold or option to lease agreement.

The applicant's submission of an application constitutes an assurance that the applicant agrees to assist HUD with HUD's completion of an environmental review *and* to carry out any and all mitigation measures required by HUD as a result of the environmental review or to select an alternate eligible property if the initial property is not found in compliance with applicable environmental laws and authorities.

### Timeline of Environmental Review Process



## Part 1: Preliminary Environmental Screen

As described above, applicants are encouraged to use HEROS to submit their environmental documents. Applicants that choose *not* to use HEROS at the time of application must submit environmental documentation using “Partner Worksheets,” which replicate the HEROS screens in Word document form. If the application is selected for funding, HUD will require information about additional laws and authorities. [View more information on related environmental laws and authorities.](#)

### Using the Partner Worksheets

Applicants who choose *not* to use HEROS at the application review stage must submit the following partner worksheets, including associated maps and documentation, at the time of application. If the application is selected for funding, HUD will require the applicant to input this information into HEROS.

1. [Airport Hazards](#)
2. [Coastal Barrier Resources Act](#)
3. [Endangered Species Act](#)
4. [Explosives](#)
5. [Flood Insurance](#)
6. [Floodplain Management](#)
7. [Historic Preservation](#)
8. [Noise \(CEST\)](#) (for existing projects)
9. [Noise \(EA\)](#) (for new construction)
10. [Sole Source Aquifers](#)
11. [Contamination and Toxic Substances \(Multifamily\)](#)
12. [Wetlands](#)
13. [Housing Requirements](#)

### Getting Started in HEROS

[View the HEROS Access Form.](#) When asked who is legally responsible for completing the environmental review for your organization, select “HUD.” For the 202 program, enter Ivan May as your HUD contact. For the 811 program, enter Katina Washington as your HUD contact. Please allow at least 2 weeks for registration to be processed.

For basic information on using HEROS, including instructional videos and frequently asked questions, view the [HEROS page](#) on the HUD Exchange. Technical questions about HEROS should go to [202CapitalAdvanceNOFA@hud.gov](mailto:202CapitalAdvanceNOFA@hud.gov) or [811CapitalAdvanceNOFA@hud.gov](mailto:811CapitalAdvanceNOFA@hud.gov).

### Logging in to HEROS

[Log into HEROS.](#) If prompted, select the name of your organization as the “Partner” and HUD next to “Responsible Entity or HUD.”

You will be directed to **Screen 1020 – My Environmental Reviews** dashboard. This screen will default to showing only those reviews that are currently *assigned* to you, meaning that you can currently edit them. (It will likely be blank the first time you log in.) From this screen, you can select an existing review to edit or reassign. To start a new review, press the <Start a new environmental review> button in the upper left.

#### Screen 1101 – Review Type (Non-Tiered)

Check the screen name to confirm you are working with a *non-tiered* review, and be sure to select **Part 50** so that HUD will be able to complete the review. Then press <Save and Continue>.

#### Screen 1105 – Initial Screen

This screen requests information on the project financing and the parties involved in the project and environmental review. Required fields are marked with a red asterisk.

When completing a Section 202 or 811 review, make the following selections and inputs:

Field	Correct Response
Project Name	Enter the project name that is identified on the Application
Grant/Project ID Number	Enter 202 or 811
HUD Program	Select Housing: Multifamily FHA
Program Name	Select Section 202. Supportive Housing for the Elderly or Section 811. Supportive Housing for Persons with Disabilities.

Estimated Total HUD Funded, Assisted, or Insured Amount	Enter 0 for the initial environmental screen. The applicant will update if selected for funding.
Estimated Total HUD Project Cost	Enter 0 for the initial environmental screen. The applicant will update if selected for funding.
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 <i>not</i> select "Yes" if the project is applying for LIHTC. The response will typically be "No" for 202 and 811 projects.
Does this project involve over 200 lots, dwelling units, or beds?	Select Yes or No
Applicant/Grant Recipient Information	Search for the applicant organization by name or location. If it does not appear in the search, select the "Other" radio button and enter the applicant's organization name manually. Enter the name of a point of contact representing the applicant.
HUD Preparer	enter "TBD."
Consultant Information	If you are a consultant or contractor, enter the name of your firm and your name

#### Screen 1125 – Project Summary

When completing a Section 202 review, make the following selections and inputs:

Field	Correct Response
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, <b>regardless of the source of funding</b> . 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.
Address	Provide a representative street address for the project
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.
Upload	Upload any site maps, photos, and other information on the project description and location.
Field Inspection	Leave this section for HUD to complete
What activities are involved in the project?	Select all planned or anticipated activities
Will the project require a change in land use?	Select "Yes" if the project will involve converting a non-residential structure to a residential use. Otherwise, select "No"
What is the planned use of the affected property?	Select Residential building(s) > Multifamily

You should also upload site maps, photographs, and other documents that will help HUD understand the project description here.

#### Screen 1315 – Level of Review

On this screen, you will make a **preliminary** selection regarding the required level of environmental review based on the project description and activities involved. The final decision will be made by HUD. If you have any questions about the appropriate level of review, please send to [202CapitalAdvanceNOFA@hud.gov](mailto:202CapitalAdvanceNOFA@hud.gov).

There are 4 possible selections on this screen:

1. Categorically excluded **not** subject to the federal laws and authorities cited in 24 CFR 50.4 (CENST)
  - This selection is never appropriate for NOFA applications.
2. Categorically excluded **subject to** the federal laws and authorities cited in 24 CFR 50.4 (CEST)
  - This selection is appropriate if all anticipated activities are listed in an exclusion in 24 CFR 50.20(a). Projects are CEST if they do not include any repairs or rehabilitation, or if all rehabilitation conforms to the requirements in 24 CFR 50.20(a)(2). New construction, reconstruction, or demolition actions may also be CEST if they conform to the definition of an “individual action” defined in 24 CFR 50.20(a)(3).
3. Environmental Assessment (EA)
  - This selection is appropriate for projects that anticipate any rehabilitation activities that do *not* conform to the requirements in 24 CFR 50.20(a)(2)(ii) and/or *any* new construction or demolition activities.
4. Environmental Impact Statement (EIS)
  - An EIS is required if the project impacts more than 2,500 units or if it has been determined to have a potentially significant impact on the human environment. This selection is never appropriate at the initial screen for NOFA applications.

#### Screen 2005 – Related Federal Laws and Authorities Summary (Part 1)

This screen lists all of the related laws and authorities that must be complied with for this transaction based on the level of review. At the preliminary environmental screen stage, applicants need only complete the following screens:

- Airport Hazards
- Coastal Barrier Resources
- Contamination and Toxic Substances
- Endangered Species
- Explosive and Flammable Hazards
- Flood Insurance
- Floodplain Management
- Historic Preservation
- Noise Abatement and Control
- Sole Source Aquifers
- Wetland Protection
- Housing Requirements

Click on the name of each law and authority in the left column to navigate to the individual screen for each law and authority. Leave the other laws and authorities in HEROS blank. If your project is selected for funding, HUD will request additional information.

Within each individual screen, respond to the series of questions to determine whether the project complies (or can, with mitigation, comply) with that law or authority. After selecting each response, press the <Next> button to move on to the next screen. When you have completed all required questions, you will be directed to the “Screen Summary” to summarize compliance. A compliance determination will be automatically generated; you should use this space to add any further analysis or discussion to clarify your conclusions. You may also want to include notes to the HUD staff who will be responsible for completing the review in this space. Your notes should clearly state any recommendations you have for HUD and any areas where HUD will have to take additional steps to comply with all requirements.

**Note:** HUD will review and evaluate all your responses and documentation and complete all compliance steps as needed. As a Partner, not a HUD employee, you will not be able to complete the full analysis for all laws and authorities. For example, Partners should not write to tribes as part a Section 106 consultation under the National Historic Preservation Act, start a Section 7 consultation under the Endangered Species Act, or finalize the 8-Step Process under Part 55. Similarly, you may suggest mitigation measures or project improvements, but the final decision will be HUD’s.

However, it is necessary to fully respond to all questions on each screen before you will be able to upload documentation. Therefore, where you have documentation to upload, but you are not legally able to comply with all requirements, please respond to all questions using your best guesses and suggestions to HUD. Use the compliance determination to explain what actions you took and your suggested course of action to HUD. Your compliance determination should make it clear to HUD which responses are final and which are only advisory. HUD will complete the screen using your feedback.

[Notes on completing individual laws and authorities](#)

<b>Compliance Factor</b>	<b>How to complete as a Partner</b>
Historic Preservation	<p>HUD must review the project and make a finding of effect. Partners may assist HUD in making its historic preservation determinations by assembling information for HUD’s Section 106 review, including studies, historic property surveys, and other documents as necessary. In HEROS, Partner users should make preliminary recommendations regarding the consulting parties and determinations of eligibility and effect and document their conclusions. Partners may request technical assistance from the State Historic Preservation Officer (SHPO) to identify historic properties but should not initiate consultation or include a determination of effect when contacting the SHPO.</p> <p>Partners should not contact tribes for any reason.</p> <p>If the project includes ground disturbance or is in or near a listed or eligible historic building or a historic district, flag this issue for the environmental review stage if selected for funding and prevent any</p>

	action from being taken prior to HUD’s completion of Section 106 consultation.
Floodplain Management	<p>Partners should <a href="#">create a FIRMette</a> with the site marked and identify whether the project site contains any wetlands. Partners must also determine whether there are any preliminary, pending, or advisory flood maps or elevations; if there are, these must be included as best available information (see 24 CFR 55.2(b)(1)).</p> <p>Partners should 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, applicant should flag the issue for the environmental review stage if selected for funding.</p> <p>The MAP Guide has additional requirements for projects located in floodplains, and projects must consider offsite floodways and other flood hazards.</p>
Wetlands Protection	For projects involving ground disturbance, Partners should use the <a href="#">National Wetlands Inventory</a> as a preliminary screening tool to determine whether the site contains a wetland. If the site contains a wetland, Partners should consult with HUD to determine whether to consult with US Fish and Wildlife or complete a wetlands delineation survey. If the 8-Step Process is required, flag this issue for the environmental review stage if selected for funding.
Endangered Species Act	Partners should not contact the US Fish and Wildlife Service or NOAA Fisheries. If consultation is required, flag this issue for the environmental review stage if selected for funding.
Explosive and Flammable Hazards	In addition to the regulatory requirements outlined in HEROS, the MAP Guide requires HUD to substantively evaluate the risks associated with proximity to hazardous facilities for projects to be purchased or refinanced. This requirement is not included on the HEROS screen but must be part of a FHA review.
Contamination and Toxic Substances	Chapter 9.3 of the MAP guide lays out specific requirements for documenting and mitigating site contamination. Ensure that your submissions follow this guidance, including obtaining No Further Action Letters or equivalent from LSTF authorities when contamination is above de minimis levels.

#### Screen 6205 – Preparer Notification Screen

Once Partners have completed all of the related federal laws and authority screens required for the preliminary environmental screen, they should proceed to the Preparer Notification screen. On this screen, you should generate a preview of the Environmental Review Record (ERR) to review and save your work. Be sure to save a copy of the ERR for your records.

After generating a preview of the Environmental Review Record (ERR) and saving it for your records, select the red <Assign Review> button above the side menu and assign the review to Ivan May for the 202 program or Katina Washington for the 811 program. Before assigning the review, confirm with the

contact that they are available to receive the review by emailing [Ivan.W.May@hud.gov](mailto:Ivan.W.May@hud.gov) or [Katina.X.Washington@hud.gov](mailto:Katina.X.Washington@hud.gov). Once the review has been assigned, you will not be able to reassign it to a different user without assistance from a system administrator.

#### Assign Review Screen

Search for the HUD contact by first and/or last name. Their name should appear in the upper table along with their role (HUD), email address, and location. Be sure to select the appropriate name so that it is highlighted in dark gray. Enter any comments in the textbox provided, and press <Assign.> Both you and the new assigned user will receive a confirmation email.

Your initial environmental screen required with your NOFA application is now complete.

### Part 2: Environmental Review Stage

For applications selected for funding, HUD will perform a complete environmental review. At this stage, applicants must input all appropriate environmental review information into HEROS. If HEROS was not used to complete the preliminary environmental screen, the applicant must now enter all information into HEROS, beginning with the steps outlined in the Preliminary Environmental Screen section above. If the preliminary environmental screen was already completed in HEROS, the applicant may proceed directly to the steps below.

#### Screen 2005 – Related Federal Laws and Authorities Summary (Part 2)

At this stage, the applicant should return to this screen and complete all remaining laws and authorities that appear on the screen.

#### Screen 4010 –Environmental Assessment Factors and Screen 4100—Environmental Assessment Analysis

If your project is new construction or substantial rehab that requires an Environmental Assessment level of review, you must complete the Environmental Assessment Factors and Environmental Assessment Analysis. Further guidance can be found on the [Environmental Assessments page](#) on the HUD Exchange.

#### Screen 5000 – Mitigation Measures and Conditions

If the project will require any mitigation measures, you will be prompted to enter a mitigation plan, detailing responsibilities for completing any required mitigation measures. As Partners may not be equipped to provide this information, you may enter “Placeholder” in this textbox in order to proceed to the next screen.

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After generating a preview of the Environmental Review Record (ERR) and saving it for your records, select the red <Assign Review> button above the side menu and assign the review to Ivan May for 202 or Katina Washington for 811, the NOFA contacts. Before assigning the review, confirm with the contact



that they are available to receive the review. Once the review has been assigned, you will not be able to reassign it to a different user without assistance from a system administrator.

#### Assign Review Screen

Search for the HUD contact by first and/or last name. His name should appear in the upper table along with his role (HUD), email address, and location. Be sure to select the appropriate name so that it is highlighted in dark gray. Enter any comments in the textbox provided, and press <Assign.> Both you and the new assigned user will receive a confirmation email.

#### Questions

Technical questions about HEROS and project-specific or environmental review questions should go to [202CapitalAdvanceNOFA@hud.gov](mailto:202CapitalAdvanceNOFA@hud.gov) or [811CapitalAdvanceNOFA@hud.gov](mailto:811CapitalAdvanceNOFA@hud.gov).