

Ben Sturm: Hello and good afternoon, everyone. Thank you for joining us for today's webinar on the HEROS for Tribes and Tribal Partners. My name is Ben Sturm and I work with The Cloudburst Group. We are joined today by Hilary Atkin of HUD's Office of Native American Programs (ONAP), as well as Lauren Hayes and Lauren McNamara of the Office of Environment and Energy (OEE). Before we get started, I'd 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 the 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 power point 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 on 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, this pod is set to host. Please use the drop-down arrow to select presenter, panelist, and host option. And now, the Q and A pod. All questions should be submitted through the question pod. By default, this pod is not automatically selected and placed in your control panel.

Please, now, take the time to locate and click the Q and A pod, so that it is added to your screen. The Q and A icon should be located within your control panel at the top right-hand side of your screen, there should be an icon that has the question mark and the letters Q and A. We will be stopping throughout today's session to answer questions that are submitted through the Q and A pod. Please submit your questions as you're thinking about them, and we'll respond to them when appropriate. If we're not able to get to your questions today, you can go ahead and submit it through the HUD exchange ask a question for environmental reviews. If you are having any technical issues related to audio or screen sharing, please also submit those questions through the Q and A pod on the control panel. Okay, I would now like to turn today's presentation over to Hilary Atkin.

Hilary Atkin: Hey, good morning and good afternoon to all of you that have joined us today. Thanks so much for joining this webinar and for agreeing to participate in this pilot of HEROS, HUD's Online Environmental Review System in the Office of Native American Programs. My name is Hilary Atkin, and I'm the environmental clearance officer for the Office of Native American Program, and you've probably received an email or two, maybe even more from me regarding this pilot, and who knows, maybe several other things throughout the year. I wanted to provide a little bit of an introduction for this training today.

First, I wanted to make sure that you all know that this training is on navigating the HEROS system, and is not a training on the environmental

review process. I know some of you are new or fairly new to the environmental review process and may be interested in training that's more focused on that, and if so, don't worry, we have a lot of resources available online. I would strongly suggest that you look at WISER, our online training module and a HUD environmental review training, which are available throughout the year.

Also, I wanted to bring up that, as we go through this training today and discuss the different roles that are possible in HEROS, that you may realize that additional people within your organization need to participate in this pilot because they have a role on the environmental review process. We would be happy to set that up for you, just let us know if there should be other people involved. Also, this training is being recorded, so, if there are other people that should be involved that aren't at this point, or if anyone from your organization is not able to attend today they will be able to view it at a later time. Finally, I wanted to point out that at some point in this presentation you might notice that there's a list of pilot participants, and you might realize that your tribe or TDHE is not on that list. If you intended to participate in the pilot, and you're not on that list, please let us know.

Once again, we'd be happy to set that up for you, and be happy to have you participate, we can get you the information that you need. But, I think that's all I wanted to say, and I will turn it over to Lauren.

Lauren Hayes:

Thanks, Hilary, and thank you, Ben. My name is Lauren Hayes. I'm an environmental specialist in HUD's Office of Environment and Energy. I'm also the HEROS contact for OEE, and the ONAP liaison for our office, so feel free to reach out to me with any ONAP issues in HEROS, and you'll be hearing from me later on throughout the pilot program. We intend to do a few more webinars and get some feedback from you. As a reminder, Ben just went over the Q&A pod text box. There should be time for questions today, so please type the in throughout the presentation as you think of them, and we'll get to most of them at the end.

Today's session, like Hilary mentioned, focuses just on the HUD Environmental Review Online System. I'll go over the system, what it is, what it looks like for different user roles, and how to start and assign reviews for both partner users and tribe. Before we get into HEROS, I'll give a little bit of background on environmental review. Part of HUDs mission is to assure that HUD projects are decent, safe, and sanitary.

As part of this, we look at the impact that a project has on the surrounding environment and the impact the surrounding environment will have on a project. These are implemented under the National Environmental Policy Act, which requires federal agencies to have kind of an informed process to look at the impacts of their projects on the environment, and to have kind of this systematic approach to making decisions about the project based on any environmental implications. Environmental review can involve

documentation and compliance of up to 17 federal environmental laws of authority, and as part of that, we also package the – all of that documentation into an environmental review record that is available to the public, and we encourage public participation and comments as part of this process.

Also, Hilary mentioned for those who may not be very familiar with environmental review definitely refer to our WISER modules, the web based instructional system for environmental review before you're going to get into reviews in HEROS and I'll discuss that a little bit more at the end of this webinar. As part of the environmental review record that I mentioned, or ERR, it captures all the information in the environmental review, and should be available to the public once the review is complete, and this includes any supporting documentation you've used in your review like maps or correspondence with other agencies, findings, public notices, and it must be incorporated into specific formats. Previously we've used form HUD-4128 and 7015.15 and 7015.16 paper forms, and now with HEROS we are moving away from that to HEROS form HUD-4128, which is just information in the HEROS system, and then the 7015.15 and 7015.16 online with electronic certification. We'll go into a little background on HEROS.

Again, HEROS moves away from these forms that we've used in the past for environmental review and captures everything in an electronic format including electronic certifications for those forms. One of our favorite tagline for HEROS is that it's like the turbo tax for environmental reviews. It walks you through the whole environmental review process from beginning to end. It's dynamic based on the answers to your questions. It includes text tips and resources for compliance and it works for both Part 50 and Part 58 environmental reviews in all HUD programs.

However, HEROS is not available to everyone at this point, once it's fully implemented it will be available for all user roles. But, right now it's only available to certain groups. We started rolling out HEROS on a rolling basis by program and region in 2014. We've captured a lot of users at this point, but we are, as you know, starting out this ONAP pilot and now through October 2018. This is intended to collect feedback, so we can roll out smoothly into the rest of the tribes in November.

Participants in the pilot, which include tribally designated housing entities who use consultants and PHAs may register for HEROS and use it to conduct environmental reviews. But, you're kind of a guinea pig for this new partner and user role. That would be any consultants or TDHEs or PHAs. We've only implemented that user role for FHA multifamily and the program, so you're the third group to get to test it out in HEROS before we expand to other programs, like public housing and CPD.

And, like Hilary mention, here's the list we have of pilot participants. I believe this is a complete list. I could be missing a couple consultants, but, again, reach out to Hilary if you intended to participate in this pilot and don't

see your organization on the list. We have a couple different user roles and entities in HEROS. I have a couple slides to go over this in different formats, just so we're on the same page. When we talk about HUD completing Part 50 reviews, that would be a HUD preparer, and then responsible entity users would be the tribe for purposes of ONAP so that responsible entities can have authority to complete environmental reviews delegated to them via our regulations, so tribes can complete their own environmental reviews.

Partners are TDHEs or third-party consultants that can implement information to HEROS and then an ECO or Environmental Clearance Officer are OEE staff who review and comment on environmental assessments over 200 units for Part 50 reviews. Here's just another overview of this in HEROS. So again, HUD is performing Part 50 review and approving them and monitor – or approving Part 58 reviews and monitoring those. Responsible entities are the tribes that are performing Part 58 reviews. Partners can assist either HUD or the tribes with Part 50 or Part 58 reviews, and then state agencies can act as HUD for certain CBD programs, but you guys will not run into this.

Okay, again, sorry for a lot of text on this slide, but really want to go over these different user roles so you can all understand where you fit in this process. For Part 58 reviews, that's the tribe preparing the environmental review. They also prepare the request for release of funds, so that's the online form 7015.15, submit that to HUD for completion of the authority to use grant funds of form 7015.16. The tribe they work with, a TDHE or a third-party consultant, and with this pilot, those partners may enter supporting documentation into HEROS. However, the tribe must independently evaluate the partners work and finalize the environmental review before submitting to HUD. And then, for Part 50, it is HUD completing the review.

And again, HUD can work with a TDHE or their consultant and partners can enter information into HEROS, but again, HUD must independently evaluate that work and finalize the environmental review. There's certain part of the environmental review such as consulting with another federal agency that can only be completed by the tribe or HUD, this comes up with endangered species, historic preservation, farmlands, then a couple other laws of authorities that we'll go over later on.

Just note, there are some places where partner excess is just a little limited in the HEROS system. Here's an example of both a Part 58 and Part 50 process in HEROS, a little flow chart of what that might look like. The column on the left would be for a Part 58 review where a tribe is completing the review, and the tribe may work with a consultant or a TDHE. Here the partner user, Joe consultant is working with their partner organization here in Enviro Consultants Inc. to input information into HEROS on behalf of this tribe and to completing an environmental review. Then, the column on the right is for Part 50 review or HUDs completing the review and Jane Doe, a partner user is working as part of a TDHE partner organization inputting information on

behalf of HUD, completing the environmental review in HEROS. With this pilot, again, we're expanding to these partner users who can input information directly into HEROS, and if you have seen the partner worksheets on the HUD Exchange, those mirror the questions and formats that are in HEROS. If not, I will show you what those look like later on. They're a good tool to use in the interim if you're trying to get access as a partner and don't have it yet.

But, as I mentioned, there are kind of these limitations in place for partner users where they can enter information up to a certain point in HEROS, but then they have to turn their view over to a tribe or to HUD to finalize the review. For instance, partners can recommend a level of review, but they can't determine this for purposes of the review. Partners can also provide analysis for the related laws and authorities, but they can't determine if mitigation is required, and then partners can also not access any of the certification screens in HEROS. But, I'll show you what that looks like later on.

Then again, for Part 50 reviews, that HUD is completing the HUD prepare can review information that's in HEROS, follow up with a TDHE or consultant for any missing information and then complete all of the findings and determination that legally have to be completed by HUD and get required signatures in HEROS. This process can involve passing a review back and forth between HUD and a TDHE user, for example. I'll over later how that works through the assigned review process. Then for Part 58 reviews, the tribe will review information that's input into HEROS, again, and they would follow up with a TDHE or consultant for any missing information, and then the tribe would complete all of the findings and determination and then submit a Request for Release of Funds (RROF) to HUD for HUD to then process and compete the authority to youth grant funds.

Here's another flow chart that illustrates this process for Part 58 review. So again, for instance, the TDHE might start a review and enter some project information, that user can conduct analysis for the laws and authorities, upload documentation and map and provide recommendations, then the tribe would review that information, make findings and determination and submit the RROF to HUD. Then HUD would review the RROF and sign the AUGF. And this arrow shows that before that happens there could be some back and forth. The tribe could go back to the partner and ask for missing information or ask for clarification before it finally gets passed on to HUD. And it's a similar process for Part 50 reviews. Those aren't as common in ONAP, but in terms of partners, it's a similar process. HUD would review the information and pass it back to the partner necessary, and then HUD would finalize and certify the review.

Now I'll get into what some of the HEROS screens look like, and how to complete a review if you are a partner user or if you're a tribe. Before we get into that, real quick, this is just an example of something that we created for

RAD and for multifamily. It's a little cheat sheet to walk you through different parts of the environmental review process in HEROS, but we can create something similar to this for pilot participants, and we'll distribute it later on, probably when we do our next Q and A webinar for the pilot. Here is a summary of the steps in the environmental review process in HEROS. First, the tribe or partner would initiate the review. If it's a Part 50 HUD can start a review, but we found that it's easiest and works better if partners just start the review if they're planning to enter information.

Next, partners can make a recommendation for the level of review, but that has to be confirmed by the tribe or HUD. Next, comply, so that would be conducting analysis to comply with the related laws and authorities, which partners can initiate and provide analysis and recommendations, but again, this has to be finalized by either the tribe or HUD, and then either the tribe or HUD will make findings, determinations and finalize the environmental review. And, I'll show you what this looks like.

First, you log into the system, you will not see all of these options to log in. You'll either have the option to log in as a responsible entity if you're a tribe or as a partner. If you are a tribe, you would click on this drop down for responsible entities. There will probably only be one option, assuming you work with just one tribe. If you are a partner, you can select the drop down for partner. Here, we've selected a consultant Enviro professionals, and then partners have to be linked to either a tribe or HUD, and we'll set up your profile based on who you work with. Again, you should probably only see one option here, either a tribe name or HUD. I think a couple folks have registered. They may work with both and that's fine, you would see those two options. You'll just have to know if you're doing a review, that's Part 50 on behalf of HUD or that's Part 58 on behalf of the tribe. If you are TDHE, it could also be a TDHE in the partner list that you select and then select if you're working with a tribe or HUD. This is the HEROS dashboard that you see when you log in to HEROS.

You'll notice these two radio buttons. The default view is to show reviews that are assigned to me, and that means any review that you've either started or has been assigned to you, and I'll show you what that means in a second. And then, the show all, radio button will show all the review that you have privileges to view based on how we set up your profile. To start a new environmental review you'd select this button, and then you're asked to choose if it's a Part 58 or Part 50 review. Most often ONAP reviews will be Part 58, but based on your profile and privileges, you should only have the one option here. If you're a tribe you can only elect 58 for instance. One you select the level of review, you'll get to the initial screen, this just—excuse me, it just collects some basic information about the review, the funding information, and here this is a Part 58 review, so it's pulled in the tribal information by default when you log in, and has a space for the prepare information, so you would enter the tribal contact for your review.

If you—if there is a partner that's a grantee you could—I believe this is for a Part 50 review. If it's Part 58 you should see your partner information populated and in this drop down already, for Part 50, you can search for the grant recipient by entering a search term, selecting search, and then you can select the grant recipient from this chart on the right-hand side. And, once you select that it will populate that information into the grant recipient information.

Again, this is for Part 50 reviews. Sorry if that looks a little confusing, where a HUD preparer would enter their contact information, and then if there's also a consultant providing information, you would enter that in the bottom field. Just a note, there are tips throughout the HEROS screens. If you see a little blue eye icon, you can click on that for more information, so, for example, it tells you what to put for your project name, don't include more than 60 characters. But, these are throughout the system, and you can use that to answer any questions you might have.

After the initial screen you'll get to the project summary screen. This just collects basic project location information and the project summary, their project description. I added a few slides on the project summary screen, because we do need to collect some pretty specific information on these screens including a description on the project, address, location information, a lot of times, if there is more than one address, you can use a representative street address for this, and then for the project description, this is a really important piece of the review because this is what the public will see when they're looking at the document or what a reviewer might see.

You'll need to make sure to include specific location information, so the public will know where it is, the purpose and need of the project, why it's necessary, project beneficiaries, if it's affordable housing for instance, and then a description. This needs to include all activities, if it's rehab, new construction, any project activity needs to be included here. Also, a physical description of any buildings or existing buildings of the site in general in time frame and the size of the project, so the area, number of units, populations served, and this should all cover the full scope of the project. You can also include finding sources and any partners.

Again, for partners, HUD or the tribe will review this for accuracy, but partners should enter as much information here as they can provide. After the project summary screen, you will determine the level of review, again, if you're a TDHE or a consultant, you can only make a preliminary level of review selection. This will have to be confirmed by the tribe or HUD. But, you can make a suggestion on this screen, and if you have questions about determining the level of review, you can refer to the HUD Exchange environmental website which is linked at the end.

For a little more information on determining level of review and also if you are doing a Part 58 review, there is an option for the level of review

determination assistant, which will ask you some yes or no questions about your project activities to recommend a level of review for your project. But, these are the levels of review that you would choose from in HEROS for a Part 58 review. An exempt level of review is the lowest level, it's very simple stuff, like technical assistance or environmental studies that will not have an environmental impact, very easy, just to mark the review, I can get through it very quickly.

The next level of review is categorically excluded, not subject to the laws and authorities in 58.5 or CENST, again, this is a lower level of review, so it's activity is like operating cost or supportive services that, again, are not going to have a very significant environmental impact. Next is categorically excluded subject to the laws and authorities in 58.5 or CEST, this includes activities like acquisition or minor single-family rehab or disposition. And these are not subject to a full NEPA level review, but they are subject to the laws and authorities that I mentioned at the beginning, and I'll show you what that screen looks like in HEROS.

Then, an environmental assessment level review would be a bigger project like major rehab or new construction, and that requires a full NEPA review with a little more included on project impacts and impacts of the community on the project. These also require an environmental clearance officer sign off for Part 50 reviews if it's over 200 units. And then finally, an environmental impact statement are very large projects that will affect over 2500 units or beds, with a significant impact. We don't do very many of these a year at HUD, these are usually pretty big infrastructure projects and can take a very long time to complete. This is what the level of review screen looks like in HEROS. You'll have different radio buttons to choose from.

Here, this is a Part 50 review, so Part 58 would show exempt, here is CENST, and shows the check boxes for your project activity so you would select which ones apply. Next is CEST, again, select your activity, if it's something like rehab that would fall under this level of review, and then if you don't fall into any of those categories, you would be at an environmental assessment level review. Very rarely would that be bumped up to an EIS unless it's a very significant project. After selecting your level of review, you get into analysis and compliance with the related laws and authorities. Depending on your level of review, if it is a CEST or an EA, you would have to comply with this full list of laws and authority.

As a partner, you can do analysis for these and enter or answer the questions, uploading documentation, but you can only make suggestions and do a first initial analysis, and either the tribe or HUD will have to go back and make final determinations. Part of this means that partners cannot reply to the final question that's on every law and authority screen, which is our formal compliance staff with our mitigation required. That's greyed-out for partners, only the tribe or HUD can answer that. However, HEROS requires that each screen is fully complete before you can upload documents. You do have to

answer all the questions on the screen, you do have to enter information to the required text boxes. But, a lot of times this is just going to be a recommendation and not a determination of any mitigation or that kind of thing. I mentioned the partner worksheet before, but these are on the HUD exchange also, and capture all the information that's in the laws and authorities screen into a word document, it's in the same format. We're trying to move away from these as we get partners registered for HEROS, so they can just input that information directly. But, if you are still waiting on HEROS access, or if you are not a part of the ONAP pilot for instance, these are an easy way to share information with a tribe or HUD who may be completing an environmental review in HEROS. You can just fill this out and send that to the tribe or HUD to complete.

This is what the law and authority summary screen looks like in HEROS. The compliance factors are on the left-hand column. It goes through those 16 laws and authorities. The middle column is a yes/no, first mitigation is required, and then the right-hand column includes the compliance determination and then that indicates if the projects in compliance and any mitigation that will happen. As I mentioned, only the tribe or HUD will be able to answer this yes, no if mitigation is required. But, partner users can enter information into the compliance determination, summarize their analysis and provide recommendation that the tribe or HUD can then add to later on.

Next, we'll go through a few examples of the laws and authorities screen and what's required for each of them. The ones that we're looking at can potentially involve some form of federal agency consultation, so I'll show you what you can and can't do as a TDHE or a consultant versus as a tribe. First, for example, is floodplain management. For this screen, partners should create a FIRMette for the site. They can make a preliminary suggestion if an exception applies or if an eight-step or five-step process is required but would have to work with the tribe or HUD to complete this process. Partners should not be contacting other federal agencies. They should not be conducting any part of the eight or five-step process without consulting with the tribe or HUD.

What this would look like is partners can go to the FEMA website, enter your location here. I just did the HUD headquarters building to get a flood map, and then you would make your FIRMette through the website with your project location indicated. Partners can do this. They could upload this onto the screen. Then you would go to the floodplain management screen in HEROS and then, this example is, if a partner was completing this screen, they could answer all the questions here and recommend that none of the exemptions apply. They can say – they can upload their FIRMette. They can say, yes, my project occurs in a floodplain. I don't think my example did, but for purposes of the screen, we'll say it does. They can say a five or eight-step process is recommended based on the location of the project, but partners cannot select a mitigation measure. They will have to enter notes here and

say mitigation will be determined during completion of a five-step process, and they can recommend mitigation, but cannot make that decision.

Again, partners can enter information on the compliance determination for a floodplain, but it would just be notes and recommendations, and require some consultation with the tribe or HUD before this is completed. Partners can upload additional supporting documentation, but they cannot answer this yes-or-no question if mitigation is required. Here, we look at the same screen again. We're looking at floodplains, but this is from the perspective of a tribe or HUD if a TDHE or consultant has entered information on this screen. A tribe, for instance, would go through, see the answers to these questions that a TDHE or consultant has already put in. It'll see the five-step process is recommended. And then, the tribe could go in and say, okay, we did this analysis, now we'll proceed with this mitigation measure.

Then they can also add on to what the partner entered in the compliance determination and say, okay, the tribe completed this five-step process and we'll be doing this mitigation measure. They can also add additional supporting documentation, upload the five-step and then answer this final yes-or-no question if mitigation is required. Another law and authority, for example, is wetlands protection. Here, a partner could use the National Wetlands Inventory as a screening tool to determine if the site contains a wetland, but, if so, then you would then need to consult with the tribe or HUD to determine if you need to talk to Fish and Wildlife Service or do a wetlands delineation. Again, only the tribe or HUD could do an eight-step process, but the partner can provide some recommendations.

This is what the screen looks like in HEROS, and so, a partner could go through and answer these questions, put notes into a compliance determination and upload supporting documentation. A partner could not answer if mitigation is required. Next is endangered species. Again, it's possible that consultation with Fish and Wildlife Service is required, in which case, partners should not contact the agency and they should work with the tribe or HUD to complete that consultation. This is the screen in HEROS. It can answer the questions and add notes on mitigation, and a compliance determination.

Next is historic preservation. Again, they can make partners, TDHEs can make a preliminary suggestion about consulting with a state historic preservation officer or a tribal historic preservation officer, but they cannot reach out to them directly, would have to work with the tribe or HUD. This can take a little bit for consultation for law and authority, so definitely note if ground disturbance is required or is a project activity, or, if you know it's near a historic district or building, definitely coordinate with the tribe early on so they can initiate consultation. In HEROS, a partner could enter information, but they cannot initiate consultation here. They would have notes and say the partner suggests that the tribe initiate consultation, but they cannot reach out directly. And, again, a partner would enter notes in the compliance

determination, upload their supporting documentation, but cannot recommend mitigation.

For environmental assessment level reviews, those are subject to NEPA, so, like I mentioned, you have to go a little more in-depth into project impacts on the community and community impacts on the project. You would go through some impact evaluation for different environmental assessment factors in HEROS, and if you need some help with this, we have EA factor guidance on our website with resources on how to complete those screens. There's also a part of EA, the project justification screen that goes through some different things like existing conditions and trends or statement of purpose and need that, again, go a little deeper into analysis of the project.

One important tip in HEROS is to save your work often. HUD has a requirement that systems timeout after 20 minutes of inactivity, which, unfortunately, we cannot avoid with HEROS, so, after 17 minutes, if you have been inactive in the system, you get this popup timeout warning that your session is about to expire. And, unfortunately, typing in text boxes does not count as being active in the system just because it's not writing that text to the server in real-time, so things like saving or continuing to a new screen, that will restart the clock and show you as active in the system, but typing in the text boxes does not, so we recommend that you type any longer responses, if you're doing EA factors or something, type those out in a Word document and copy and paste just so you don't risk getting timed out and losing your work because, if you are typing in a text box and it logs you out and it's not saved, that'll disappear. If you want to avoid that, definitely save your work often and copy and paste if you're typing a lot of text.

Once you go through the full laws and authorities analysis, you get to the mitigation measures, and these automatically populate from the laws and authorities summary screen based on those yes-or-no questions if mitigation is required. Here's and Scenic Rivers. It'll show the law and authority. It will show the mitigation that you entered on that screen. You can also add additional mitigation measures if you're doing something else that's part of the project that maybe isn't captured in the laws and authorities. It would include a mitigation plan and an upload. Once you've gotten to this point, if it's TDHE or a consultant, this is kind of a stopping point for partner preparers where you would have to assign the review either to a tribe or HUD using this assign review button on the site menu.

Then this is an example of an environmental review record. This captures everything that's in the environmental review in HEROS into a Word document format, then this is generated from the system. Again, it goes through that project information, the project description, the level of review, and then here's that law and authority summary screen, and then it goes through each of the laws and authorities and the compliance determination and includes links to all the supporting documentation. You should save this

document as a partner after you've completed your entries, and also email it to the tribe or HUD when you assign the review.

I've mentioned assigning the review a lot, so I'll get into what this means and what this looks like in the system. If you're doing a Part 58 review, as a partner, you would assign the review to your tribal RE contact. If you're entering information as part of the Part 50 review, you would assign the review to your HUD ONAP contact, which should be a grants management specialist. Both the assignee and the assignor will receive a system-generated email saying that this review has been assigned to you and it would include a link to the dashboard to access it, but only the people—the only people who can change an assignment are the current assigned users and users with admin privileges, so, if you accidentally assign a review and then need it back to edit it or need to assign it to a different person, you need to work with an admin user to get it back. When you sign up for HEROS through that form, it'll ask if you want to be an admin user. We recommend having one admin user per organization, so that user would be able to change the assignment, or I can, or Hilary can in HEROS, but once you assign a review, you can no longer edit it until someone assigns it back to you, so make sure it's ready to go, you don't want to make any additional changes before you assign.

This is what the assign review screen looks like in HEROS. There's a lot going on, so we'll go through it. At the very top, first you would search for the person you're trying to assign it to. This is important because it requires you to know who you need to assign it to, so you need to know your tribe contact or your HUD contact, who that should go to when you're the reviewer. Then, here, the first chart on the top are your search results. It's easy here, there's just one result. You would click on that name, make sure it's highlighted in grey and then you would click the assign button at the bottom. And if you are a tribe who has completed the request for release of funds, this is also where you would assign the review to HUD so they can complete the authority to use grant funds.

And, here, if you are assigning it as this addition of the 7015.15, you would click that check box that says, this is the official submission, it will time stamp it on the 7015.15. You can also enter comments you have for the next assigned user. This is where that kind of back-and-forth thing can come into play. If a partner assigns the review to a tribe and the tribe has follow-up questions or thinks there's missing information, you could enter that there and assign it back to the partner. Then, the second chart are users who have previously been assigned the review. Here, it just says my name as an RE, so that means I've started the review, I'm the only other one who's touched it, but that's just an easy way to assign the review, kind of pass it back and forth instead of having to search.

Then, there's also a separate assignment history screen that you can access from the dashboard and that shows—it's the same chart as the second chart on the assignment screen, so you can see who's already edited the review.

Again, just an easy way that pass back and forth instead of searching. Once a review is completed or if it's in public comment, they are posted to the HUD Exchange website and completed environmental reviews are archived on the HUD Exchange for one year for standard reviews and five years for tiered reviews. And, here, you can filter by status, so if it's in public comment or if it's complete, and you can also filter by city and state. And these are links to that Word document that I showed you that's generated by the system and it includes links to the supporting documentation, so the public is able to view those once the review is completed and then posted.

Okay, now we'll get into what this process looks this for tribes when they're finalizing the review assuming that a partner has already entered information and have now assigned it to a tribe. The tribe will be responsible for completing the request for release of funds. They have to submit this to the local HUD office and then, after receiving the request for release of funds, HUD completes the authority to use grant funds for 7015.16. It's important to note that only HUD can edit this screen. You might be able to see it, but you can't edit any of the fields, so just note that's not something wrong with the system, it's just only HUD has privileges to edit this. Then the tribe or grantee can only use funds and begin any project activities after HUD completes the 7015.16. The HUD only receives the RROF for CEST, EA and EIS level projects.

Here's a quick summary of that process, a flowchart. Again, the tribe will submit the 7015.15 to HUD, HUD will review that form and the public notice, HUD will then prepare the 7015.16 or authority to use grant funds, prepare it and then HUD will mark the review complete and assign it back to the tribe. Once that happens, the tribe will mark the review complete in HEROS and post the review to the HUD Exchange that I just showed. There are two ways to complete for tribes to complete the RROF in HEROS. Before we used a paper 7015.15. In HEROS, you can either upload a paper 7015.15 that's already signed, or you can complete it in the system, so you have this option to choose. If you indicate that a certifying officer completed a paper 7015.15, you'd select the first radio button, you'd upload the public notice and then upload the signed document.

You can also enter the date that it was signed by the certifying officer and click certify. Well, I'm sorry, not yet, click save and continue. If you select that the certifying officer will complete the 7015.15 in HEROS, you would see this project summary information pulled in from the review, and then the certifying officer would enter their name, their title such as tribal leader, the date they certified and then press the certifying button. After the 7015.15 is complete, the tribe will have to assign that review to HUD to then process and complete the AUGF. You would press save and continue and then access the assign review screen from the side menu in the review.

Registering for HEROS, a lot of you have already submitted access requests from the form. If you have done that, we have received it. You don't need to

submit it again, but we are working to process those. Some of you may have already received an email with login information. If not, we are still working on getting some of your IDs and setting up your profile, so you will be notified with login information once those profiles are set up and ready to go. If you still need to request access and you're participating in the pilot, you can use the link that Hilary should have emailed you to complete the HEROS access form. If you need that again, Hilary or I can send that to you. If you are not participating in the ONAP pilot, you will receive information from us in November when we open up HEROS registration for all tribes and partners.

Okay, we have several tools and resources for HEROS and for completing environmental reviews. We definitely recommend you check these out, particularly if you're new to the environmental review process. For HEROS, we have a lot of materials available on the HUD Exchange site. You can use this link or just Google HEROS HUD Exchange and you'll find it. We have a user guide for Part 58 reviews that walk through every screen in HEROS and gets very detailed, so if you have a question just about answering a specific question in HEROS, that's a good place to look. We also have about 20 five to ten-minute long how-to videos about different pieces of the environmental review process in HEROS. For instance, if you just want to see a video on the request for release of funds screen or just on setting up a review, that's a good resource.

FAQs are a good first place to look if you have a question. We have common questions on here and any bugs that we might have in the system. This is a good place to look. Then, if you don't find the answer to your questions in any of those places, you can submit a question on the HUD Exchange, ask a question or AAQ, and indicate that your question is related to environmental review in HEROS. We'll also plan to do a few Q&A webinars, specifically for this ONAP pilot, so you'll hear more from us about when that's available. And then, we also have those HEROS worksheets available. I showed what the partner worksheet looks like. Feel free to use those if you need to pass information back and forth if you don't have access to the system yet or something. We also have environmental resources on the environmental review page of our website. There is a link to HEROS here, or the HEROS HUD Exchange page. There's a link to resources on all of the laws and authorities screens, as well as links to other guidance documents and a link to WISER.

I mentioned this a few times, but we really want to encourage it if you are new to this process. WISER has modules on all of these laws and authorities listed and goes over how to get started with a Part 50 or Part 58 review and some tools and resources. This is a self-paced thing. You can go through all the modules or some of them, but I really encourage you to check out this resource if you have any questions before you dig into reviews and HEROS. I'll let Hilary go over the program resources, just so you're aware of those.

Hilary Atkin: Okay, can you hear me?

Lauren Hayes: Yeah.

Hilary Atkin: Okay, great. And so, we've got a few websites listed here. One that you may be most familiar with is the environmental review resources page on ONAP Codetalk website. This provides links to the information on HUD Exchange that Lauren just went over, and also provides kind of the latest and greatest HUD-wide and ONAP-specific environmental compliance updates, which is really useful. There's also another thing to notice, there is a calendar on the Codetalk website that would have postings of upcoming trainings, environmental review trainings, and that's a good thing to keep an eye on, too. On the environmental review resources page, there are a few ONAP-specific program guidance's and notices on the environmental review process that you can access. Notably, one of those is a guidance that discusses how certifying officer responsibility under Part 58 applies to ONAP programs and it's a pretty useful one. That's just one example of the information that you can find there, and that's all I have to say.

Lauren Hayes: Awesome, thank you. And then, it looks like we only have a couple of questions in the question pod, so if you have a question, definitely enter that in there, but we do have a few, so we can start getting into questions at this point. Although, before we do that, I should mention again, if you have any specific or technical questions about HEROS, that can go to the ask a question on the HUD Exchange with this link, and if you have project-specific or environmental review questions, those should go to your ONAP grants management specialist, but do we have other questions from today's webinar?

Liz Zepeda: Okay, I'm going to direct our first question to Hilary. Someone asks, I've never submitted anything to HUD, what does it mean to submit the environmental review to HUD? I complete my environmental review record and obtain the signatures, but then I file it, I don't actually submit anything.

Hilary Atkin: Okay, so I have a few ideas of what could be going on here. Knowing our programs in ONAP, I'm going to guess that the reason you're not submitting anything to HUD is that the level of review that you're typically dealing with is either exempt or, categorically, it's not subject to. Only certain levels of review require a 7015.15 form, which is the form that would be submitted to HUD for Part 58 reviews. I'm thinking you may be working on low-level rehab or maintenance action that wouldn't rise to needing that form. The other thing that I think may be going on here is that you're talking more about Part 50 and submitting things to HUD under the Part 50 process, but I think that is much less likely. But, as I was taking a look at this question, it did occur to me that we focus a lot about how HEROS works if you are submitting the 7015.15 form in the system, so I'm wondering if we can provide a little bit more information about how the system works if you don't have to do that, if you're just filing a review that doesn't require that form

- Liz Zepeda: Lauren, do you want to speak to that a little bit?
- Lauren Hayes: Sorry, you were saying? I missed the last part, so –
- Lauren Hayes: Requirements that don't require the 7015.15?
- Liz Zepeda: Yeah, how is that – how does that get finished up in HEROS? I think –
- Lauren Hayes: It can depend on the project activities or level of review. Reviews that are exempt don't get posted to the HUD Exchange, so they can be finalized pretty quickly. Other project activities, depending on if it's Part 50 or Part 58, could require some analysis of a couple laws and authorities, in which case, you would have to assign the review to HUD or the tribe. And, actually, in any case, a partner will have to get that level of review determined by the RE or HUD, so I think it's safe to assume, as a TDHE or consultant preparing a review, that, no matter what, you're going to have to assign the review to a tribe or HUD to finalize. If you're just a tribe and doing an exempt review, that won't have to go to HUD or CENST.
- Liz Zepeda: Also, for CEST, Part 58 reviews that do convert to exempt, there still wouldn't be a requirement to submit that to HUD, so they wouldn't have to do a request for release of funds as long as it converts to exempt. And, in that case, it's pretty much the same as the old non-HEROS method. You make that determination among your RE and basically sign it and file it away. You're just keeping electronic files instead of paper files.
- Lauren Hayes: Right, and I guess I should have mentioned that. There is no need to print out the environmental review record from Word. You can just save that as an electronic file once you've completed the review.
- Liz Zepeda: Right, and we have confirmation that we did understand that question correctly, so, hooray.
- Lauren Hayes: Okay.
- Hilary Atkin: Sorry, I was rambling.
- Liz Zepeda: Sorry about that long answer. Alright, next question is, is there an option to select or input the legal address on the project description page?
- Lauren Hayes: For the tribe?
- Liz Zepeda: For the project location, I believe.
- Lauren Hayes: Okay, so, yes, you can enter an address for the project location. Yeah, so that's fine to enter a legal address and you can always add additional comments. There's a location information text box on the project description

page, so you can enter information there. If you need to clarify, you can enter a representative address if there's multiple addresses, and then, in terms of the tribe address or location, we'll set that up with your profile, but if we need to make a change to that, you can reach out to us and we can change it in the system.

Liz Zepeda: And, Hilary, maybe you can speak to this better than me. My memory is that a legal address is longer than a regular address, so, if you're providing a legal address, you'll want to provide that in the additional text box. On the project description page, we have both an ability to—an option to put in kind of a street address or an option to enter a longer description of the project location. If you're doing something that won't fit into that street address line, you'll want to just put it into the additional longer text box, and that's okay because the street address is optional. Hopefully, that addresses that.

Hilary Atkin: Yeah, I think that probably gets to what's being asked. Thanks.

Liz Zepeda: Our next question is, will more HEROS training be offered?

Lauren Hayes: Yes. We don't have dates for those yet, but we do intend to do, hopefully, a couple Q&A webinars a little later on so we can get some feedback on how the pilot's going for ONAP participants, so look for more information on that. I imagine it will be in the fall once you guys have had a little time to start using the system.

Hilary Atkin: We do also plan to hold a webinar like this again when the system is rolled out to all ONAP program participants, all of our grantees, and then, I think Lauren mentioned this during her presentation, but there is training available whenever you want to take a look at it on the HUD Exchange websites on HEROS specifically. That's always good to keep in mind, too.

Liz Zepeda: I think we already got this one, but we got another question about that street address I'm going to reiterate, but when there is no street address, you can just enter a legal address in the additional text box space and leave the street address section blank. That should be fine.

Lauren Hayes: Yes, you have to enter a state, but, otherwise, you can enter location information in the text box.

Liz Zepeda: Thanks. This is probably a Hilary question. It's my understanding that if a TDHE is using tribal funds and not federal funds, no federal funds are going to be used, then an environmental review is not necessary. Is that correct?

Hilary Atkin: That is for HUD purposes, yes.

Liz Zepeda: Great, thank you. And I think that's all the questions we have gotten so far. Any last comments?

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Lauren Hayes: Just a note that, again, this webinar is recorded, so we'll get that posted and you'll get a link to where that's posted. If others in your organization want to list in, you can do that later on, and just follow up with us if you still need access. We can either send you a link to that form again or you can fill out the form and we'll start processing.

Hilary Atkin: Oh, and we should maybe quickly mention, if you have not gotten your confirmation of HEROS registration, you should be getting it soon.

Lauren Hayes: Yes, I know some folks have been notified, but we're still waiting on some others, so it should be happening soon.

Liz Zepeda: Alright, well, thank you everyone for joining, and, again, you can reach out to me with any questions or submit an AAQ on the HUD Exchange.