

PART 58 REVIEWS: Guidance for Public Housing Agencies

The American Recovery and Reinvestment Act (ARRA) was signed into law on February 17, 2009. The law requires grantees to report information about funding, including the status of environmental compliance reviews. The Recovery Act Management and Performance System (RAMPS) was created by HUD to provide an efficient way to provide the environmental compliance information required by ARRA. This system will be used by both HUD Field Office (HUD FO) staff and Public Housing Agency (PHA) Staff to record information on the status of environmental reviews for the ARRA Capital Fund formula and competitive grant funds. Separate guidance has been provided for part 50 reviews (conducted and inputted by HUD Field Offices) and part 58 reviews (conducted by Responsible Entities and inputted by PHAs).

The NEPA reporting module in RAMPS will serve as a reporting vehicle only, and will not supplant the existing processes that are in place for approval and release of grants. Please be advised that PHAs are prohibited from committing HUD assistance on an activity or project until HUD has completed the environmental assessment.

The following guidance is provided to assist Public Housing Agencies (PHAs) that have their environmental reviews completed by a local Responsible Entity, as the PHA's will be responsible for inputting data into the NEPA reporting module in RAMPS. The PHA staff should refer to the general RAMPS guidance for information on navigating the system and other system guidance.

http://portal.hud.gov/portal/page/portal/HUD/recovery/reporting/section 1609

Introduction to Guidance

The following guidance is broken down into two sections: (1) a table that provides field-by-field data input information, and (2) general guidance that includes RAMP screen shots to assist with setting up user information and navigating each screen.

Section 1 provides a table which contains the data field, input type (automatic or manual), and a relevant PIH sample, what needs to be inputted and additional guidance. This is intended to provide the PHA staff with specific guidance on how each data field is "translated" for part 58 reviews. Section 2 provides screen shots of each screen in the RAMPS NEPA reporting module with captions providing additional information.

As you will note on the Project List for Award screen, there may be multiple projects listed for a particular grant. The decision to complete multiple environmental reviews will follow the normal business practice of the Responsible Entity. For example, the Responsible Entity may decide to conduct separate environmental assessments on two sites based on the type of activity that is planned for each site. At one site the activity may be limited and the review straight forward, but at the other site the activity may be very complex and require more time to

complete the assessment. In this situation, the PHA Staff would create two projects and input all of the information specific to the particular project in the RAMP system (See Page 8).

Section 1

Screen Name	Input Type	Sample	Part 58 Input	Guidance	
Recipient Information Screen					
User Name:	Data Input Field	Sarah Smith	PHA Staff Person Responsible for Inputting the Data	This field indicates the staff person at the PHA or HUD Field office who is responsible for inputting the data.	
Organization Name:	Automatically Populated	Housing Authority of the City of Sample	Auto Fill	This field will be automatically generated by HUD for each grant recipient	
DUNS Number:	Automatically Populated	DCLI569875599E	Auto Fill	This field will be automatically generated by HUD for each grant recipient	
Email Address:	Data Input Field	sarah.smith@sample.gov	Email of Staff Person Responsible for Data Input	Enter the email address of the person responsible for inputting the data. This should not be populated with a generic mailbox address or the PHA executive directors mailbox address.	
Phone Number(xxx- xxx-xxxx):	Data Input Field	703-688-9781	Phone Number of Staff Person Responsible for Data Input	Enter the phone number, including area code, of the person responsible for inputting the data.	
Environmental Review	Project Information	on Screen			
Project title:	Data Input Field	Sample Housing Authority ARRA Capital Fund Formula Grant	Enter the Funding Type with the PHA name at the beginning	Funding Type should generally represent the type of funding. Example: Capital Fund Formula Grant; Capital Fund Competitive Grant	
Project description	Data Input Field	ARRA funding will be used for administration, site work, rehabilitation, and energy efficiency activities at various sites.	Enter the general description of the grant activities	Project Description should generally describe the activities that will be performed with the grant proceeds. General Categories such as admin, management improvement, site work, rehabilitation, demolition, new construction and energy efficiency should be used. If the project has multiple sites, and the site location information is readily available, enter it	

Screen Name	Input Type	Sample	Part 58 Input	Guidance	
				here.	
Project Address	Data Input Field	2357 Jerpoit Ct	Enter the PHA Main Office Address	The PHA Main office should be consistent with the data in PIC.	
Project City	Data Input Field	Chantilly	Enter the City Where the Main Office is Located	The PHA Main office city should be consistent with the data in PIC.	
Project State(eg. VA, MD)	Data Input Field	VA	Enter the State	The PHA Main office state should be consistent with the data in PIC	
Project Zip Code	Data Input Field	20152	Enter the Zip Code	The PHA Main office zip code should be consistent with the data in PIC	
Enter the dollar amount of the specific HUD ARRA grant that funds the activities covered by the project's environmental review.	Data Input Field The NEPA re	14521.11	Enter the amount of the ARRA funds related to the environmental review being reported	(e.g. 40000 for \$40,000) Enter total dollar amount of all of the project's activities that have been the subject to the environmental review being reported. If more than one environmental is completed for one grant, the cost should be divided accordingly. NOTE: If you report more funds than awarded in ARRA funding, you will receive an error message. All project dollar amounts must aggregately sum up to the total ARRA grant amount.	
NEPA Review Level Screen: The NEPA review screen will expand based on the selection of exempt, categorical exclusion, environmental assessment, environmental impact statement or withdrawn. Select all types of determinations that apply. Note that more than one determination can be made.					
Exempt from review, or categorically excluded from NEPA and not subject to other environmental review laws	Data Input Field	Check Box	Check this box if determinations of Exempt were made.	Determinations of exempt activities should be made by the Responsible Entity in accordance 24 CFR Part 58.	

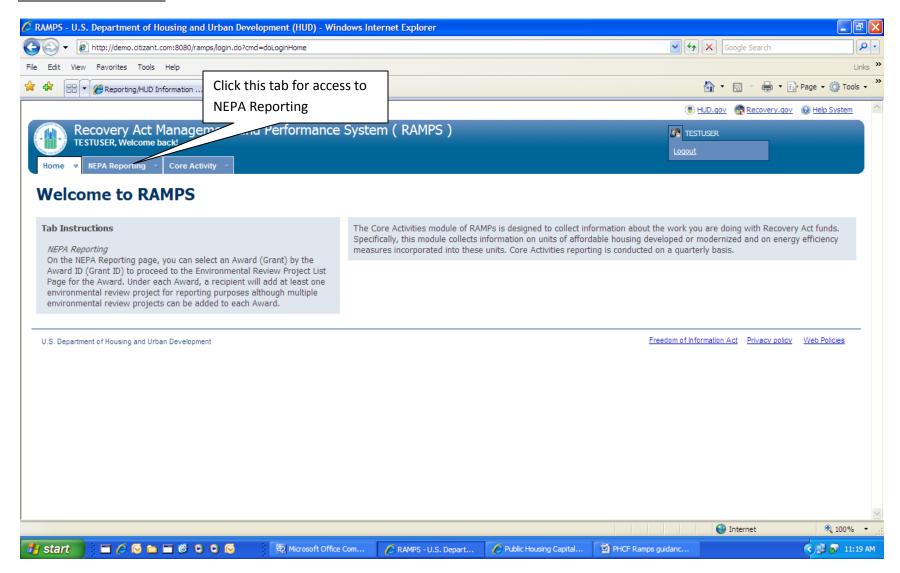
Screen Name	Input Type	Sample	Part 58 Input	Guidance
Categorically Excluded from NEPA and subject to other environmental review laws	Data Input Field	Check Box	Check this box if determinations of Categorically Excluded subject to the Laws and Authorities (58.35(a)) were made.	Determinations of Categorically Excluded subject to 58.5 should be made by the Responsible Entity in accordance 24 CFR Part 58.
Environmental Assessment (EA)	Check Box	Choose Pending or Completed	Check the Environmental Assessment box if an assessment was made in accordance with 24 CFR 58.36. Additionally, check the box that represents the status of the assessment.	Checking Pending in this section will prevent the selection of All Reviews Done under the Environmental Review Status screen.
Environmental Impact Statement (EIS)	Check Box	Choose Pending or Completed	Check the Environmental Assessment box if an assessment was made in accordance with 24 CFR 58.37. Additionally, check the box that represents the status of the EIS.	Checking Pending in this section will prevent the selection of All Reviews Done under the Environmental Review Status screen. NOTE: Nearly all projects do not require an EIS.
The Project is Withdrawn	Check Box	Choose one	Check this box if all activities in the grant have been withdrawn.	Checking the withdrawn box will prevent the input of information in the Environmental Review and Environmental Review Status screens. Therefore, it should only be used if the entire grant has been withdrawn.
Environmental Reviews: The following items represent optional answers to the environmental review status. The PHA should reference the specific environmental checklist for the status of each compliance area. If pending is selected for any of the related laws, the "Are all reviews done" section will automatically default to "No" on the Environmental Review Status screen. PHAs should refer to the documentation provided by the Responsible Entity for each activity.				
Environmental Review S	tatus			

Are all the	Check Box	Autofill	This field will not be available for input	
environmental review			if the PHA has selected the following:	
requirements for this			1) Pending for either	
project completed and			Environmental Assessment or	
compliance approved?			Environmental Impact Statement on	

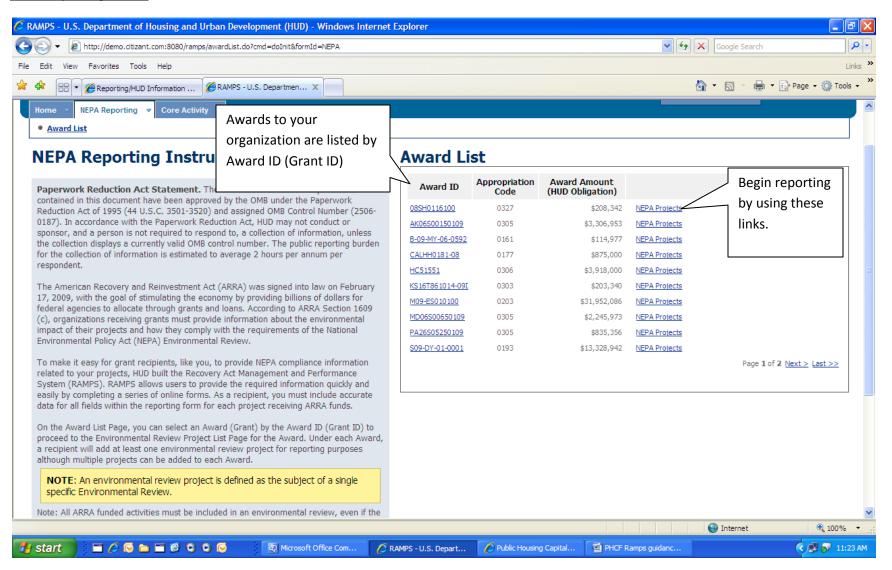
Screen Name	Input Type	Sample	Part 58 Input	Guidance
				the NEPA Review Level Screen. 2)
				Pending on any of the environmental Review Laws on the Environmental
				Reviews Screen
				Neviews sereen
Enter the date all	Input Field	Enter the Date all	This date is defined as the date that the	The PHA should not enter a date in this
environmental review		environmental review	PHA receives form HUD-7015.16 or an	field until the status of the review is
requirements for this		requirements were	equivalent letter from the local HUD Field	checked as "Yes".
project were		completed	Office.	
completed and				
compliance approved.				
Enter date in MM/DD/YYYY format.				
If applicable, enter the	Input Field	Enter text in reason field.	Enter text as to the reason why the	The PHA will see the reason for
reason an	пристен	Enter a date when the	environmental review is still pending.	pending screen when a review is
environmental review		expected review is to be	Enter a date when the expected review is	marked as pending for more than one
has been pending for		completed.	to be completed.	reporting period. The PHA will explain
more than one				the reason the review is not complete
reporting period.				and provide an expected date of
				completion.

Section 2

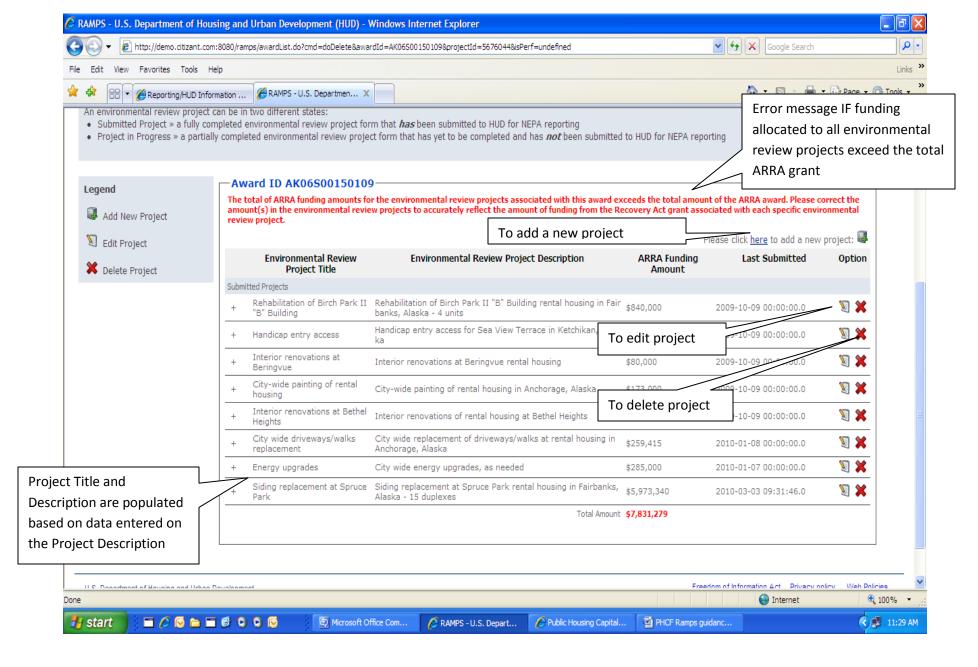
RAMPS Welcome Screen



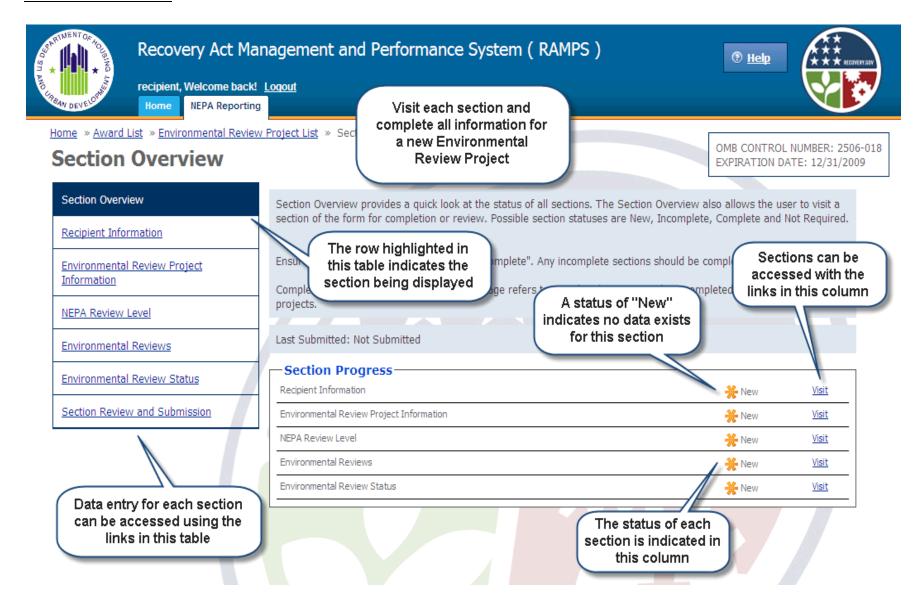
NEPA Reporting Screen



Project List Award Screen



Section Overview Screen



Recipient Information Screen



Recovery Act Management and Performance System (RAMPS)

② Help



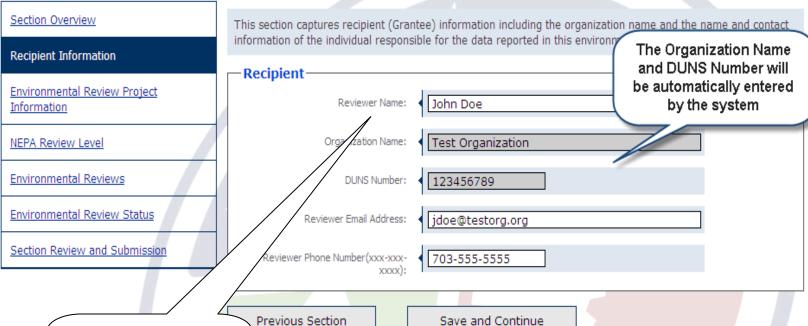
recipient, Welcome back! Logout Home **NEPA Reporting**

Home » Award List » Environmental Review Project List » Re

Complete this section with the contact information of the individual responsible for reporting environmental review project data

OMB CONTROL NUMBER: 2506-018 EXPIRATION DATE: 12/31/2009

Recipient Information



Data in these fields should reflect the PHA staff responsible for inputting the data.

Project Information Screen

Environmental Review Project Information

Section Overview This section captures environmental review project related information such as the project title and description, the place of performance, and the dollar amount of the specific HUD ARRA grant that funds the activities covered Recipient Information by the Environmental Review Project's Environmental Review. Environmental Review Project NOTE: An environmental review project is defined as the subject of a single specific Environmental Information Review. NEPA Review Level Environmental Review Project-Environmental Reviews Environmental Review Project title: Erosion Control at Atlantic Ave Complex Environmental Review Status Project description: Construction of soil stabilization (up to 4,000 characters) earthworks at the Atlantic Ave Section Review and Submission Housing Complex Describe in general terms the projects major types of activities and if the project is located at more than one site, describe the site locations if such information is readily available. Note that important Project Address: 1051 Atlantic Ave instructions are included on this page Project City: New City Project State(eg. VA, MD): VΑ Indicates the grantee is Indicates that HUD is responsible for responsible for Project Zip Code: 22030 conducting the conducting the environmental review environmental review Part 50 Part 58 Enter the dollar Enter the dollar amount of the specificarant that funds the activities 50000 amount of environmental project PHAs should click on the Part 58 Button for environmental reviews completed by the responsible entity Page | 12

OMB CONTROL NUMBER: 2506-018

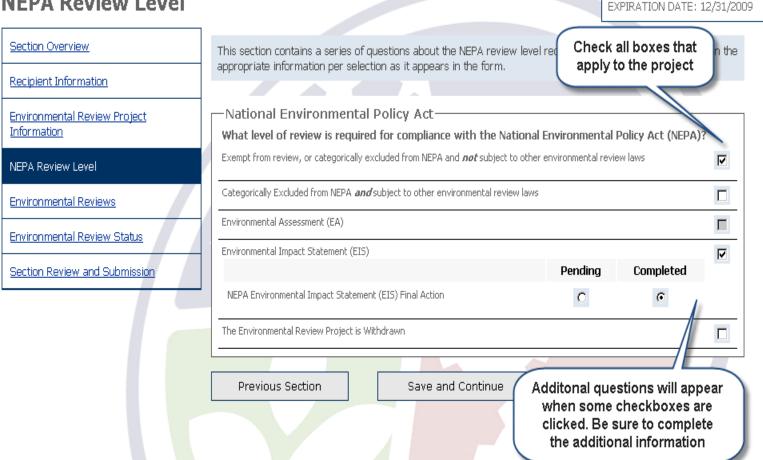
EXPIRATION DATE: 12/31/2009

NEPA Review Level Screen



Home » Award List » Environmental Review Project List » NEPA Review Level

NEPA Review Level



OMB CONTROL NUMBER: 2506-018

Environmental Review Screen Home » Award List » Environmental Review Project List » Environmental Reviews OMB CONTROL NUMBER: 2506-018 **Environmental Reviews** EXPIRATION DATE: 12/31/2009 Section Overview This section is optional and based on answers reported in the NEPA Review Level \$ Make a selection for be made about the status of the reviews required by environmental review laws. each Environmental Recipient Information Review Law -Reviews-Environmental Review Project Information Status of Reviews Required Pending Completed N/A by Environmental Review Laws NEPA Review Level Historic Preservation \odot **Environmental Reviews** Federal Floodplain Requirements Environmental Review Status Endangered Species \odot Section Review and Submission Sole Source Aguifer Wild & Scen The individual Laws will not be displayed if the project is withdrawn button is selected in the Project Information Screen Wetlands Noise Each law listed in this screen must be checked as either completed or Coastal Zone Management **(** N/A prior to completing the Environmental Review Status screen Previous Section Save and Continue

Environmental Review Status Screen

