

Office of Public Housing

Recovery Act Management and Performance System (RAMPS)  
NEPA Reporting Module Guidance for Public Housing Agencies

Updated March 31, 2010

## **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](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
<b>Recipient Information Screen</b>				
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	<a href="mailto:sarah.smith@sample.gov">sarah.smith@sample.gov</a>	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.
<b>Environmental Review Project Information Screen</b>				
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 Jerpoint 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	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. <b>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.</b>
<b>NEPA Review Level Screen:</b> 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. <b>NOTE: Nearly all projects do not require an EIS.</b>
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.
<b>Environmental Reviews:</b> 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.				
<b>Environmental Review Status</b>				
Are all the environmental review requirements for this project completed and compliance approved?	Check Box	Autofill		This field will not be available for input if the PHA has selected the following: 1) Pending for either Environmental Assessment or 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
Enter the date all environmental review requirements for this project were completed and compliance approved. Enter date in MM/DD/YYYY format.	Input Field	Enter the Date all environmental review requirements were completed	This date is defined as the date that the PHA receives form HUD-7015.16 or an equivalent letter from the local HUD Field Office.	The PHA should not enter a date in this field until the status of the review is checked as "Yes".
If applicable, enter the reason an environmental review has been pending for more than one reporting period.	Input Field	Enter text in reason field. Enter a date when the expected review is to be completed.	Enter text as to the reason why the environmental review is still pending. Enter a date when the expected review is to be completed.	The PHA will see the reason for pending screen when a review is marked as pending for more than one reporting period. The PHA will explain the reason the review is not complete and provide an expected date of completion.

## Section 2

### RAMPS Welcome Screen

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.citizant.com:8080/ramps/login.do?cmd=doLoginHome

Click this tab for access to NEPA Reporting

Reporting/HUD Information ...

HUD.gov Recovery.gov Help System

TESTUSER  
Logout

Home NEPA Reporting Core Activity

## Welcome to RAMPS

**Tab Instructions**

*NEPA Reporting*  
On the NEPA Reporting page, you can select an Award (Grant) by the Award ID (Grant ID) to proceed to the Environmental Review Project List Page for the Award. Under each Award, a recipient will add at least one environmental review project for reporting purposes although multiple environmental review projects can be added to each Award.

The Core Activities module of RAMPS is designed to collect information about the work you are doing with Recovery Act funds. Specifically, this module collects information on units of affordable housing developed or modernized and on energy efficiency measures incorporated into these units. Core Activities reporting is conducted on a quarterly basis.

U.S. Department of Housing and Urban Development

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start Microsoft Office Com... RAMPS - U.S. Depart... Public Housing Capital... PHCF Ramps guidanc... Internet 100% 11:19 AM

# NEPA Reporting Screen

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.citizant.com:8080/ramps/awardList.do?cmd=doInit&formId=NEPA

File Edit View Favorites Tools Help

Home NEPA Reporting Core Activity

- Award List

## NEPA Reporting Instru

**Paperwork Reduction Act Statement.** The information contained in this document have been approved by the OMB under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB Control Number (2506-0187). In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless the collection displays a currently valid OMB control number. The public reporting burden for the collection of information is estimated to average 2 hours per annum per respondent.

The American Recovery and Reinvestment Act (ARRA) was signed into law on February 17, 2009, with the goal of stimulating the economy by providing billions of dollars for federal agencies to allocate through grants and loans. According to ARRA Section 1609 (c), organizations receiving grants must provide information about the environmental impact of their projects and how they comply with the requirements of the National Environmental Policy Act (NEPA) Environmental Review.

To make it easy for grant recipients, like you, to provide NEPA compliance information related to your projects, HUD built the Recovery Act Management and Performance System (RAMPS). RAMPS allows users to provide the required information quickly and easily by completing a series of online forms. As a recipient, you must include accurate data for all fields within the reporting form for each project receiving ARRA funds.

On the Award List Page, you can select an Award (Grant) by the Award ID (Grant ID) to proceed to the Environmental Review Project List Page for the Award. Under each Award, a recipient will add at least one environmental review project for reporting purposes although multiple projects can be added to each Award.

**NOTE:** An environmental review project is defined as the subject of a single specific Environmental Review.

Note: All ARRA funded activities must be included in an environmental review, even if the

## Award List

Award ID	Appropriation Code	Award Amount (HUD Obligation)	
<a href="#">08SH0116100</a>	0327	\$208,342	<a href="#">NEPA Projects</a>
<a href="#">AK06S00150109</a>	0305	\$3,306,953	<a href="#">NEPA Projects</a>
<a href="#">B-09-MY-06-0592</a>	0161	\$114,977	<a href="#">NEPA Projects</a>
<a href="#">CALHH0181-08</a>	0177	\$875,000	<a href="#">NEPA Projects</a>
<a href="#">HC51551</a>	0306	\$3,918,000	<a href="#">NEPA Projects</a>
<a href="#">KS16T861014-09I</a>	0303	\$203,340	<a href="#">NEPA Projects</a>
<a href="#">M09-ES010100</a>	0203	\$31,952,086	<a href="#">NEPA Projects</a>
<a href="#">MD06S00650109</a>	0305	\$2,245,973	<a href="#">NEPA Projects</a>
<a href="#">PA26S05250109</a>	0305	\$835,356	<a href="#">NEPA Projects</a>
<a href="#">S09-DY-01-0001</a>	0193	\$13,328,942	<a href="#">NEPA Projects</a>

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# Project List Award Screen

RAMPS - U.S. Department of Housing and Urban Development (HUD) - Windows Internet Explorer

http://demo.citizant.com:8080/ramps/awardList.do?cmd=doDelete&awardId=AK06S00150109&projectId=5676044&isPerf=undefined

File Edit View Favorites Tools Help

Reporting/HUD Information ... RAMPS - U.S. Departmen... X

An environmental review project can be in two different states:

- Submitted Project » a fully completed environmental review project form that *has* been submitted to HUD for NEPA reporting
- Project in Progress » a partially completed environmental review project form that has yet to be completed and has *not* been submitted to HUD for NEPA reporting

**Legend**

- Add New Project
- Edit Project
- Delete Project

**Award ID AK06S00150109**

The total of ARRA funding amounts for the environmental review projects associated with this award exceeds the total amount of the ARRA award. Please correct the amount(s) in the environmental review projects to accurately reflect the amount of funding from the Recovery Act grant associated with each specific environmental review project.

To add a new project

Please click [here](#) to add a new project:

Environmental Review Project Title	Environmental Review Project Description	ARRA Funding Amount	Last Submitted	Option
Submitted Projects				
+ Rehabilitation of Birch Park II "B" Building	Rehabilitation of Birch Park II "B" Building rental housing in Fairbanks, Alaska - 4 units	\$840,000	2009-10-09 00:00:00.0	
+ Handicap entry access	Handicap entry access for Sea View Terrace in Ketchikan, Alaska	\$80,000	2009-10-09 00:00:00.0	
+ Interior renovations at Beringvue	Interior renovations at Beringvue rental housing	\$80,000	2009-10-09 00:00:00.0	
+ City-wide painting of rental housing	City-wide painting of rental housing in Anchorage, Alaska	\$173,000	2009-10-09 00:00:00.0	
+ Interior renovations at Bethel Heights	Interior renovations of rental housing at Bethel Heights	\$173,000	2009-10-09 00:00:00.0	
+ City wide driveways/walks replacement	City wide replacement of driveways/walks at rental housing in Anchorage, Alaska	\$259,415	2010-01-08 00:00:00.0	
+ Energy upgrades	City wide energy upgrades, as needed	\$285,000	2010-01-07 00:00:00.0	
+ Siding replacement at Spruce Park	Siding replacement at Spruce Park rental housing in Fairbanks, Alaska - 15 duplexes	\$5,973,340	2010-03-03 09:31:46.0	
		<b>Total Amount</b>	<b>\$7,831,279</b>	

U.S. Department of Housing and Urban Development

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Error message IF funding allocated to all environmental review projects exceed the total ARRA grant

To add a new project

To edit project

To delete project

Project Title and Description are populated based on data entered on the Project Description

Section Overview Screen

**Recovery Act Management and Performance System ( RAMPS )**

recipient, Welcome back! [Logout](#)

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[Home](#) » [Award List](#) » [Environmental Review Project List](#) » Section Overview

**Section Overview**

Visit each section and complete all information for a new Environmental Review Project

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

Section Overview provides a quick look at the status of all sections. The Section Overview also allows the user to visit a section of the form for completion or review. Possible section statuses are New, Incomplete, Complete and Not Required.

The row highlighted in this table indicates the section being displayed

Sections can be accessed with the links in this column

A status of "New" indicates no data exists for this section

Data entry for each section can be accessed using the links in this table

The status of each section is indicated in this column

Section Progress		
Recipient Information	New	<a href="#">Visit</a>
Environmental Review Project Information	New	<a href="#">Visit</a>
NEPA Review Level	New	<a href="#">Visit</a>
Environmental Reviews	New	<a href="#">Visit</a>
Environmental Review Status	New	<a href="#">Visit</a>

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

- [Section Overview](#)
- Recipient Information**
- [Environmental Review Project Information](#)
- [NEPA Review Level](#)
- [Environmental Reviews](#)
- [Environmental Review Status](#)
- [Section Review and Submission](#)

This section captures recipient (Grantee) information including the organization name and the name and contact information of the individual responsible for the data reported in this environment.

### Recipient

Reviewer Name:

Organization Name:

DUNS Number:

Reviewer Email Address:

Reviewer Phone Number (xxx-xxx-xxxx):

The Organization Name and DUNS Number will be automatically entered by the system

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

[Previous Section](#) [Save and Continue](#)

# Environmental Review Project Information

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

- [Section Overview](#)
- [Recipient Information](#)
- Environmental Review Project Information**
- [NEPA Review Level](#)
- [Environmental Reviews](#)
- [Environmental Review Status](#)
- [Section Review and Submission](#)

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 by the Environmental Review Project's Environmental Review.

**NOTE:** An environmental review project is defined as the subject of a single specific Environmental Review.

## Environmental Review Project

Environmental Review Project title:

Project description:  
*(up to 4,000 characters)*

Construction of soil stabilization earthworks at the Atlantic Ave 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.

Project Address:

Project City:

Project State(eg. VA, MD):

Project Zip Code:

Part 50

Part 58

Enter the dollar amount of the specific HUD ARRA grant that funds the activities covered by the Environmental Review Project.

Note that important instructions are included on this page

Indicates that HUD is responsible for conducting the environmental review

Indicates the grantee is responsible for conducting the environmental review

Enter the dollar amount of environmental project

PHAs should click on the Part 58 Button for environmental reviews completed by the responsible entity

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT **Recovery Act Management and Performance System ( RAMPS )** [Help](#) 

recipient, Welcome back! [Logout](#)

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[Home](#) » [Award List](#) » [Environmental Review Project List](#) » NEPA Review Level

## NEPA Review Level

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

- [Section Overview](#)
- [Recipient Information](#)
- [Environmental Review Project Information](#)
- NEPA Review Level**
- [Environmental Reviews](#)
- [Environmental Review Status](#)
- [Section Review and Submission](#)

This section contains a series of questions about the NEPA review level recipient selects. The recipient provides appropriate information per selection as it appears in the form.

**Check all boxes that apply to the project**

**National Environmental Policy Act**

**What level of review is required for compliance with the National Environmental Policy Act (NEPA)?**

Exempt from review, or categorically excluded from NEPA and <i>not</i> subject to other environmental review laws	<input checked="" type="checkbox"/>
Categorically Excluded from NEPA <i>and</i> subject to other environmental review laws	<input type="checkbox"/>
Environmental Assessment (EA)	<input type="checkbox"/>
Environmental Impact Statement (EIS)	<input checked="" type="checkbox"/>
	<b>Pending</b> <b>Completed</b>
NEPA Environmental Impact Statement (EIS) Final Action	<input type="radio"/> <input checked="" type="radio"/>
The Environmental Review Project is Withdrawn	<input type="checkbox"/>

[Previous Section](#)

[Save and Continue](#)

**Additional questions will appear when some checkboxes are clicked. Be sure to complete the additional information**

# Environmental Review Screen

[Home](#) » [Award List](#) » [Environmental Review Project List](#) » Environmental Reviews

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

## Environmental Reviews

- [Section Overview](#)
- [Recipient Information](#)
- [Environmental Review Project Information](#)
- [NEPA Review Level](#)
- Environmental Reviews**
- [Environmental Review Status](#)
- [Section Review and Submission](#)

This section is optional and based on answers reported in the NEPA Review Level screen. A selection must be made about the status of the reviews required by environmental review laws.

**Make a selection for each Environmental Review Law**

### Reviews

Status of Reviews Required by Environmental Review Laws	Pending	Completed	N/A
Historic Preservation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Federal Floodplain Requirements	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Endangered Species	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sole Source Aquifer	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Wild & Scenic Rivers	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Antiquities Act	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Wetlands	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Coastal Zone Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

The individual Laws will not be displayed if the project is withdrawn button is selected in the Project Information Screen

Each law listed in this screen must be checked as either completed or N/A prior to completing the Environmental Review Status screen

Previous Section

Save and Continue

# Environmental Review Status Screen

**Environmental Review Status**

This section is optional based on answers reported in the NEPA Review Level section. If all reviews required by environmental review laws.

**Are all reviews done**

Are all the environmental review requirements for this environmental review project completed and compliance approved?

Yes  No

Exempt = The environmental review is exempt when a determination of exemption is made.

When an environmental review project is not exempt (That is, it requires an environmental review subject to the related environmental laws.), then the review process is complete when

**Completion date**

Enter the date all environmental review requirements for this environmental review project are completed. Format: MM/DD/YYYY.

**Reason for Pending Review**

Our records show that your review has been pending for more than one reporting period. Please answer the additional questions below.

Reason why the review is still pending:  
*(NOTE: There are many reasons a project may still be pending. A few examples might be: Controversy over project's impact on an historic property, Determining appropriate mitigation for a toxic site clean-up, Resolving the impact on an endangered species habitat for ESA compliance, NEPA compliance lawsuit and related court injunction, etc.)*

The date when the review is expected to be complete:  
Format: (mm/dd/yyyy)

Automatically entered by the system based on Environmental Review status

Only able to enter the date of completion when all reviews are completed. This field cannot be entered if a review is still pending

The "All Reviews Done" status is automatically completed based on the successful completion of the Environmental Review screen.

This field will only appear if the review is pending for more than one period