

Office of Public Housing

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

September 14, 2009

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/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				
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.
Project Information 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 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.
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.
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.

Screen Name	Input Type	Sample	Part 58 Input	Guidance
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.
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 Status				
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 the NEPA Review Level Screen. 2) Pending on any of the environmental Review Laws on the Environmental Reviews Screen

Screen Name	Input Type	Sample	Part 58 Input	Guidance
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".

Section 2

RAMPS Welcome Screen



The screenshot shows the RAMPS (Recovery Act Management and Performance System) interface. At the top, there is a blue header with the HUD logo on the left, the title "Recovery Act Management and Performance System (RAMPS)" in the center, and a "Help" button on the right. Below the header, a navigation bar contains "Home" and "NEPA Reporting" tabs. A callout box with a white background and a blue border points to the "NEPA Reporting" tab, containing the text "Click this tab to access NEPA reporting".

recipient, Welcome back! [Logout](#)

[Home](#) [NEPA Reporting](#)

Welcome to RAMPS

Tab Instructions
Reporting Tools
On the Reporting Tools 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 Recovery Act Management and Performance System (RAMPS) provides support to HUD personnel in meeting data and reporting requirements for American Recovery and Reinvestment Act (ARRA). This system gives HUD the ability to provide to the ARRA website, recovery.gov information related to HUD projects that are funded by ARRA.

Previous Reports

Financial and Activity Report of	04/24/2009	<input checked="" type="checkbox"/>	View
Funding Notification Report of	04/24/2009	<input checked="" type="checkbox"/>	View
Major Communication Report	04/24/2009	<input checked="" type="checkbox"/>	View

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Recovery Act Management and Performance System (RAMPS)

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NEPA Reporting Instructions

Paperwork Reduction Act Statement. The information collection requirements 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, you are not required to provide information, unless the collection displays a current 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.

Award List

Please begin the reporting process by selecting an Award. If you do not have access to a specific Award, contact your Administrator if you do not have access to a specific Award in the Award List below.

Find an award by specific ID:

Award ID	CFDA Program	Obligation Amount	Actions
A111111	0303	\$100,000	Visit Award Detail
A222222	0303	\$200,000	Visit Award Detail
A333333	0303	\$300,000	Visit Award Detail

Use the Search facility to find a specific award

Awards to your organization are listed by Award ID (Grant ID)

Begin the reporting process by using these links to access project-level data

Project List Award Screen

Home » Award List » Environmental Review Project List

Environmental Review Project List for Award ID A333333

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

Under each Award (Grant), 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.

The Environmental Review Project List below contains Environmental Review Projects for the Award you selected. At least one environmental review project needs to be added to this Award for NEPA reporting purposes. Please start by adding a new Environmental Review Project using the "Add New Project" button or edit an existing Environmental Review Project by using the "Edit Project" button. To delete an existing environmental review project, please use the "Delete Project" button below. Deleting the Environmental Review Project will remove submitted Environmental Review Projects from HUD NEPA reporting.

Note: All ARRA funded activities must be included in an environmental review, even if the review results in a determination that the activity is not eligible for NEPA reporting.

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

To add a new project, use this link or click on the icon

Legend

- Add New Project
- Edit Project
- Delete Project

Award ID A333333


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

	Environmental Review Project Title	Environmental Review Project Description	Last Submitted	Option
Submitted Projects				
+	Erosion Control at Atlantic Ave Complex	Construction of soil stabilization earthworks at the Atlantic Ave Housing Complex	2009-08-24 09:32:11.0	
Projects in Progress				
+	Window Replacement at Marvin Gardens Complex	Replacement of windows and doors at the Marvin Gardens Housing Facility	Never	
+	HVAC Upgrade at Baltic Housing Facility	Replacement of the heating, ventilation and air conditioning system at the Baltic Housing Facility for the F...	Never	

Click this icon to edit the project

Use this icon to delete the project



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



Recovery Act Management and Performance System (RAMPS)

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

Section Overview
Recipient Information
Environmental Review Project Information
NEPA Review Level
Environmental Reviews
Environmental Review Status
Section Review and Submission

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

Ensure that all sections are "complete". Any incomplete sections should be completed. The "Not Required" status refers to sections that are not required for completed projects.

Last Submitted: Not Submitted

Section Progress

Recipient Information	 New	Visit
Environmental Review Project Information	 New	Visit
NEPA Review Level	 New	Visit
Environmental Reviews	 New	Visit
Environmental Review Status	 New	Visit

The status of each section is indicated in this column

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

OMB CONTROL NUMBER: 2506-018
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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
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- [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

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

Enter the dollar amount of environmental project

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NEPA Review Level

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- [Section Overview](#)
- [Recipient Information](#)
- [Environmental Review Project Information](#)
- NEPA Review Level**
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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"/>
	Pending Completed
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	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Wetlands	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Noise	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Coastal Zone Management	<input type="radio"/>	<input type="radio"/>	<input checked="" 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

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Save and Continue

Environmental Review Status Screen

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Environmental Review Status

- [Section Overview](#)
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- Environmental Review Status**
- [Section Review and Submission](#)

This section is optional based on answers reported in the NEPA Review. The status of the review can be made regarding the overall status of all of the reviews required by environmental review projects.

Automatically entered by the system based on Environmental Review status

CONTROL NUMBER: 2506-018
ON DATE: 12/31/2009

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. If an environmental review project is not exempt (That is, it requires an environmental assessment, is not categorically excluded from NEPA compliance but is subject to the related environmental laws.), then the grantee is in the receipt of a HUD Form 7015.16 or an equivalent letter.

Can only be entered when all reviews are completed or not applicable

Completion date

Enter the date all environmental review requirements for this environmental review project were completed and compliance approved. Enter date in MM/DD/YYYY format.

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

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

Enter the completion date of the Environmental Review