



Environmental Review Module Training Manual

Environmental Review submission and tracking in the
Housing Contract System (HCS)

3/1/2015

Texas Department of Housing and Community Affairs
TDHCA Environmental Staff

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Accessing the Environmental Review Module in HCS

In this manual, the external Housing Contract System (HCS) user will be referred to as the contract administrator (CA).

To enter the Environmental Review Module in HCS to create or access an existing environmental review submission, select a contract number.

TDHCA Housing Contract System								
My Contracts								
Notifications List								
YOUR CONTRACTS								
Contract Number	CSAS Number (s)	Program Name	Program Activity Type	Setaside Type	Contract Begin Date	Contract End Date	Status	
1001785	552932 550969 549075	HOME	HOME Reservation	HRA Reservation	2/11/13	2/10/15	Active	
1001788	552935 551249 550264	HOME	HOME Reservation	HBA/Rehab Reservation	2/11/13	2/10/15	Active	
1001791	552938	HOME	HOME Reservation	CFD Reservation	2/11/13	2/10/15	Active	
1001792	552940	HOME	HOME Reservation	HRA Reservation	2/12/13	2/11/15	Active	
1001793	552941	HOME	HOME Reservation	HBA/Rehab Reservation	2/12/13	2/11/15	Active	
1001794	552942	HOME	HOME Reservation	TBRA Reservation	2/12/13	2/11/15	Active	
1001804	551008	HOME	HOME Reservation	SF Development CHDO Reservation	4/8/13	4/7/15	Active	
1002033	550221	HOME	HOME Reservation	HRA Disaster Relief Reservation	12/12/13	12/11/15	Active	
1002034	550222 551277	HOME	HOME Reservation	TBRA Disaster Relief Reservation	12/12/13	12/11/15	Active	
1002045	551237	HOME	HOME Reservation	HRA Reservation	12/12/13	12/11/15	Active	
1002046	552238	HOME	HOME Reservation	TBRA Reservation	12/12/13	12/11/15	Active	

Once on a contract page, you will see the **Environmental** link in the upper right corner of the screen. Select the **Environmental** link.

TDHCA Housing Contract System				
My Contracts				
Environmental Notes Perf Reqs Activities Areas Served Vendors				
CONTRACT				
Contract Number	1002045	Program Activity	HOME - HOME Reservation (Single-Family 2014)	Status Active
CSAS Number(s)	551237	Contractor	City of Socorro	UOG Code
Period Begin Date	12/12/13	Contact	Willie Norfleet	UOG Number
Period End Date	12/11/15	Contact Phone	(915) 858-2915	CPS Number (IDIS)
Amended End Date		Grant	yes	Mail Code
Application Number	20120140	Loan	no	Executor Jesus Ruiz
Consultant	Border Community Development Consultants Inc.	Consultant Phone	(915) 443-8859	Contract Activity Number (IDIS)
				10TAC Rule Year 2012
TDHCA Performance Contact	Jackie Welsh	TDHCA Performance Contact Phone	(512) 936-7790	
TDHCA Program Contact		TDHCA Program Contact Phone		Attachments(7)

Environmental Review Module Training Manual

The **Environmental** link will take you to the main environmental page where you create or access environmental reviews associated with a contract. This is your **overall Environmental screen** for any environmental reviews associated with that contract.

TDHCA Housing Contract System

Source of Funds
Program Funds
Contract Search
Contract Activity
Notifications
Loan Servicing
CDBGDR Draws
Reservation Admin
User Admin

Contract # 1001603

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description					
Create New Description Environmental Notes					

BROAD REVIEW

	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review						

NON-TIERED REVIEW

	Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia						

If the contract is a HOME Reservation contract, then all contracts associated with one reservation agreement will be linked to and created under one environmental page. This page is referenced by the Reservation Group number. The HOME Reservation main environmental page contains the same sections as a contract page. *(One exception is for TBRA contacts; see below.)*

TDHCA Housing Contract System

My Contracts

Reservation Group - 2012-0140

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description					
Create New Description Environmental Notes					

BROAD REVIEW

	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review						

NON-TIERED REVIEW

	Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia						

Environmental Review Module Training Manual

The Reservation Group was created for the environmental review module to link all HOME Reservation contracts to its reservation number. That reservation number is the Reservation Group name. In the screen shot above, Reservation Group – 2012-0140 is the Reservation Group name and the reservation number is 2012-0140. All contracts associated with reservation number 2012-0140, whether it is one contract or several, will have their environmental reviews created or accessed through a Reservation Group page.

For example,

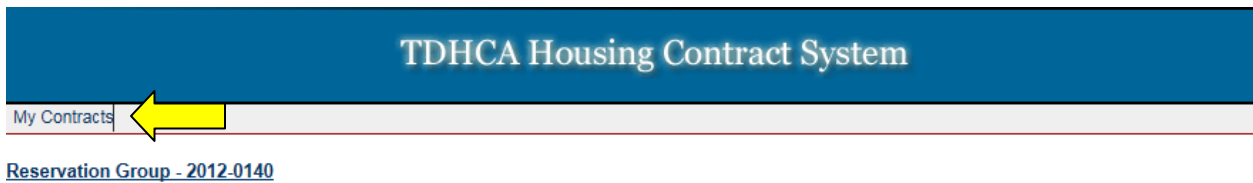
- *HOME Reservation Agreement 20150001 with associated contracts: 1003001 (HBA), 1003002 (TBRA*), 1003003 (HBA/HRA Disaster) = Reservation Group 20150001.*
- *HOME Reservation Agreement 19023 with associated contract: 1003025 (CHDO) = Reservation Group 19023.*
- *HOME Reservation Agreement with associated contract: 1003030 (HBA/HRA Disaster) = Reservation Group 20150018.*

** TBRA environmental clearances clear the program and not individual addresses. Also, TBRA contracts have a version of the main environmental page that does not have a Broad Review section since they do not ever tier. Therefore, if you select a TBRA contract in a HOME reservation contract, you should only create or access environmental reviews associated with that TBRA contract. See manual TBRA section for further instructions.*

Navigating from one main environmental page to another

If you have more than one contract, be sure to double check the reference link at the top left corner to ensure you are going to be working under the correct contract. The reference link should be your contract number. If your contract is a HOME Reservation contract, the page reference link will be your Reservation Group number.

To navigate to another main environmental page associated with another contract or HOME



reservation: Select the **My Contracts** link

Select another contract. If it is a HOME reservation contract, select a contract that falls under the desired reservation agreement.

TDHCA Housing Contract System								
My Contracts								
Notifications List								
YOUR CONTRACTS								
Contract Number	Administrator	CSAS Number (s)	Program Name	Program Activity Type	Setaside Type	Contract Begin Date	Contract End Date	Status
1002079	City of Hughes Springs	553363	HOME	HOME Reservation	HRA Reservation	5/22/14	5/21/16	Active
1002080	City of Hughes Springs	553364	HOME	HOME Reservation	HRA PWD Reservation	5/22/14	5/21/16	Active
1002081	City of Hughes Springs	552365	HOME	HOME Reservation	HBA/Rehab Reservation	5/22/14	5/21/16	Active
1002082	City of Hughes Springs	552366	HOME	HOME Reservation	HBA/Rehab PWD Reservation	5/22/14	5/21/16	Active
1002105	Central Texas Opportunities, Inc.	552389	HOME	HOME Reservation	HBA/Rehab Reservation	6/12/14	6/11/16	Active
1002106	Central Texas Opportunities, Inc.	551390	HOME	HOME Reservation	HBA/Rehab Disaster Relief Reservation	6/12/14	6/11/16	Active
1002107	Central Texas Opportunities, Inc.	550387	HOME	HOME Reservation	TBRA Reservation	6/12/14	6/11/16	Active
1002108	Central Texas Opportunities, Inc.	551388	HOME	HOME Reservation	TBRA Disaster Relief Reservation	6/12/14	6/11/16	Active

Select the **Environmental** link on the contract page.

TDHCA Housing Contract System		
My Contracts		
Environmental Notes Perf Reqs Activities Areas Served Vendors		
CONTRACT		
Contract Number	Program Activity	Status
1002106	HOME - HOME Reservation (Single-Family 2014)	Active

The **Environmental** link takes you to the main environmental page for that contract or, if HOME Reservation contract, Reservation Group number.

TDHCA Housing Contract System

My Contracts

[Reservation Group - 20130026](#)

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description					

Create New Description
Environmental Notes

BROAD REVIEW

Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review					

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia					

To select a different Reservation Group without going through the **My Contracts** link: Select the Reservation Group name link: Ex. [Reservation Group – 2012-0140](#).

TDHCA Housing Contract System

My Contracts

[Reservation Group - 2012-0140](#)

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
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It will take you to a page that lists all contracts associated with that reservation group name. Select the link [Reservation Group List](#).

TDHCA Housing Contract System

My Contracts

[Reservation Group List](#)

RESERVATION GROUP (2012-0140)

	Contract Number	Group Name
	1002033	2012-0140
	1002034	2012-0140
	1002045	2012-0140
	1002046	2012-0140

Select the Reservation Group Name that your contract would fall under.

TDHCA Housing Contract System

My Contracts

RESERVATION GROUP LIST

Reservation Group Name	
2012-0014	
2012-0140	
2012-0016	
20130001	
2012-0141	
20130026	

Select a contract number from that group.

TDHCA Housing Contract System

My Contracts

Reservation Group List

RESERVATION GROUP (20130026)

Contract Number	Group Name
1002105	20130026
1002106	20130026
1002107	20130026
1002108	20130026



Select the **Environmental** link.

TDHCA Housing Contract System

My Contracts

[Environmental](#) | [Notes](#) | [Perf Reqs](#) | [Activities](#) | [Areas Served](#) | [Vendors](#)



CONTRACT

Contract Number	1002106	Program Activity	HOME - HOME Reservation (Single-Family 2014)	Status	Active 
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The **Environmental** link takes you to the Reservation Group page.

TDHCA Housing Contract System

My Contracts

Reservation Group - 20130026

OVERALL DESCRIPTION

Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description				

[Create New Description](#)
[Environmental Notes](#)

BROAD REVIEW

Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review					

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia					

Environmental Status

The following are the (8) statuses in the environmental review module for environmental reviews:

Environmental Status	Status indicator
Pending	All environmental reviews begin in the “Pending” status indicating a CA has created an environmental review and saved it but not submitted it to TDHCA. CA may make edits to review until it is submitted.
Received	“Received” follows the “Pending” status and indicates an environmental review has been submitted by the CA for TDHCA staff to review. CA is unable to make changes to review other than upload additional attachments.
In Review	“In Review” follows the “Received” status and is selected by TDHCA staff. “In Review” indicates TDHCA staff is currently reviewing the submitted information. CA is unable to make changes to review other than upload additional attachments.
Approved to Publish	TDHCA staff will select the “Approved to Publish” status indicating that a review that requires a public notice has been approved to publish/post public notice. <ul style="list-style-type: none"> • This is mostly used when TDHCA is the responsible entity. It can apply to responsible entities that are not TDHCA should they request assistance or TDHCA issues a deficiency. • CA is unable to make changes to review other than upload additional attachments.
RROF (Request for Release of Funds)	TDHCA staff will select the “RROF” status indicating that a review that requires a public notice has a Request for Release of Funds signed by the responsible entity and the review is in a federal comment period. <ul style="list-style-type: none"> • This is mostly used when TDHCA is the responsible entity. It can apply to responsible entities that are not TDHCA should they request assistance or TDHCA issues a deficiency. • CA is unable to make changes to review other than upload additional attachments.
Deficiency	TDHCA will select the “Deficiency” status indicating a CA must revisit review and make changes according to emailed letter sent by TDHCA staff. Deficiency letter will also be uploaded to contract system attachments. CA can make changes in HCS as well as upload additional attachments. CA can save or submit. Save button does not change the status. The Submit button changes the status from “Deficiency” to “Received”. Once submitted, CA is unable to make changes to review other than upload additional attachments.
Clearance	Environmental review has been environmentally cleared. The review cannot be edited nor can attachments be uploaded.
Canceled	Environmental review has been canceled by TDHCA.

To check the status of a review in the ERM, refer to the Review Status column under the review type.

Environmental Review Module Training Manual

For example below, a review status is on the Reservation Group page that lists broad reviews and non-tiered reviews.

TDHCA Housing Contract System

My Contracts

Reservation Group - 2012-0014

OVERALL DESCRIPTION

Submitted	Date	Last Modified Date	Created By	Overall Contract Description
Y	11/6/14	2/13/15	cadm133849	SF rehabilitation/reconstruction of up to 12 homes in the City of Brownsville The purpose of the project is to provide and preserve affordable housing stock within the City, an expansion of both the border patrol and anticipation of expansion of the Space Port will expand the need for housing in the area in the next 10 years.

Environmental Notes

BROAD REVIEW

Review Detail	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Review Detail	City of Brownsville, TX (Cameron County)	Brownsville	Categorical Exclusion (subject to Sec. 58.5)	1/2/15	Clearance	Attachments[0]
Review Detail	City of San Benito	San Benito	Environmental Assessment		Pending	Attachments[0]

Add Broad Review

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Review Detail		Exempt	1001788	Received	Attachments[0]
221 E. 11th Street		Categorical Exclusion (not subject to Sec. 58.5)	1001788	Received	Attachments[0]

Create Non-Tiered Review City | Create Non-Tiered Review Colonia

To view a Site Specific status you must navigate to the Site Specific Reviews List page from the Broad Review page. You select the [Review Detail](#) link of the broad review to enter the broad review page.

BROAD REVIEW

Review Detail	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Review Detail	City of Brownsville, TX (Cameron County)	Brownsville	Categorical Exclusion (subject to Sec. 58.5)	1/2/15	Clearance	Attachments[0]
Review Detail	City of San Benito	San Benito	Environmental Assessment		Pending	Attachments[0]

Add Broad Review

Select the [Site Specific Reviews List](#) link to enter the site specific reviews page.

TDHCA Housing Contract System

My Contracts

Environmental Review

EDIT BROAD REVIEW

Level of Review: Categorical Exclusion (subject to Sec. 58.5)	Clearance Date: 1/2/15
Location: City of Brownsville, TX (Cameron County)	Description: rehabilitation or reconstruction of up to 12 SF homes
City: Brownsville	County: Cameron
Publication Post Date: 12/1/14	AUGF Date: 12/1/15
RROF Received Date: 12/15/14	RROF Signed Date: 12/14/14
Status: Clearance	Attachments[0]

[Site Specific Reviews List](#)

In the Review Status column on the Site Specific page, you can determine the review status.

TDHCA Housing Contract System

My Contracts

Broad Review Detail

Broad Review must be submitted before editing/creating Site Specific Reviews

SITE SPECIFIC REVIEW

Edit Review	Address	City	Level of Review	Contract Nbr	Review Status	Clearance Date	Attachments
Edit Review	5010 Rainbow Avenue	Brownsville	Categorical Exclusion (subject to Sec. 58.5)	1001785	Clearance	1/3/15	Attachments[0]
Edit Review	10326 Valle Suave Drive	Socorro	Categorical Exclusion (subject to Sec. 58.5)	1001788	Clearance	2/23/15	Attachments[0]
Edit Review	416 Valle Blanco	Socorro	Categorical Exclusion (subject to Sec. 58.5)	1001788	Clearance	2/23/15	Attachments[0]
Edit Review	436 Montreal Circle	Socorro	Categorical Exclusion (subject to Sec. 58.5)	1001788	Clearance	2/23/15	Attachments[0]
Edit Review	421 Valle Tila	Socorro	Categorical Exclusion (subject to Sec. 58.5)	1001788	Deficiency		Attachments[0]
Edit Review	7613 Blackoak Rd	Austin	Categorical Exclusion (subject to Sec. 58.5)		Received		Attachments[0]
Edit Review	6800 Hazelhurst	Round Rock	Categorical Exclusion (subject to Sec. 58.5)	1001788	Received		Attachments[0]

Create Site Specific Review City | Create Site Specific Review Colonia

You can also review the status within the reviews themselves:
 Example, non-tiered review

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

EDIT NON-TIERED REVIEW

Level of Review	Categorical Exclusion (not subject to Sec. 58.5)	Description	HBA (downpayment assistance)	
Status	Received		Attachments[0]	
Clearance Date		Contract Nbr	1002105	
Publication Post Date		AUGF Date		
RROF Received Date		RROF Signed Date		

ADDRESS

Line 1	13405 Meadow Hollow Dr			
Line 2				
City	San Benito	State	TX	Zip 78586
County	CAMERON	County Code	61	

Selecting the Status link within a review shows the status history.

STATUS HISTORY

Status	Status Date	Status Changed By
Received	3/4/15	cadm133849
In Review	3/4/15	jpryll
Clearance	3/4/15	jpryll

The following are the (2) statuses in the environmental review module for attachments:

Status	Status indicator
Pending Review	An attachment has been uploaded. Once uploaded, CA and TDHCA can view attachment
Reviewed	TDHCA selects “Reviewed” to indicate TDCHA has reviewed the attachment.

Only TDHCA can remove attachments. This is to ensure that, for record keeping purposes, attachments do not get inadvertently removed.

You can check the status of attachments on the attachments page of any review.

TDHCA Housing Contract System

My Contracts

[Non-tiered Review Detail](#)

Electronic Document Attachments

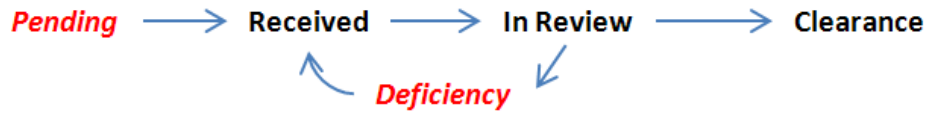
ATTACHMENTS

Type	Description	Path	Status	
Categorical Exclusion (subject to 58.5)	all checklists and backup	//20150303141502-map.docx	Reviewed	View
Deficiency Response	def response	//20150303141944-HUD-Form.docx	Pending Review	View

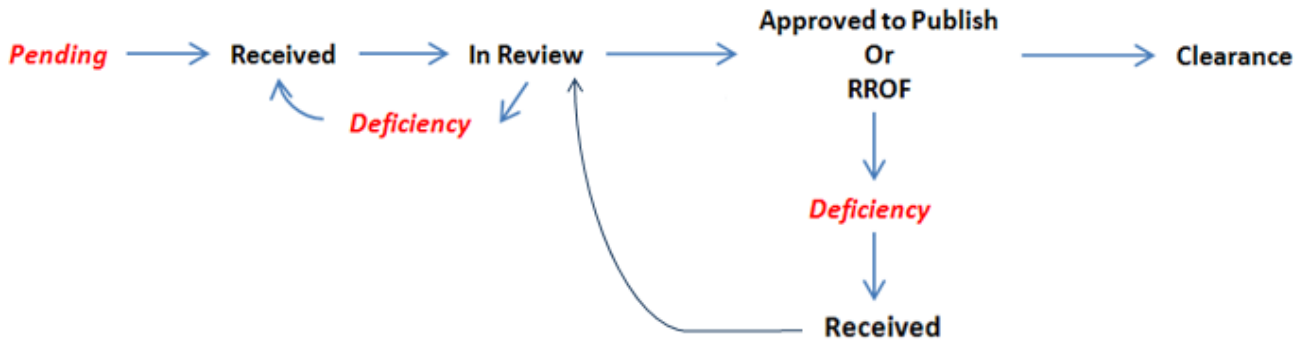
[+ Attach a Document](#)

Sequence of statuses based on submitted and reviewed documentation

Environmental reviews that **do not** require a public notice



Environmental reviews that **do** require a public notice



To note, the reviews can be put into deficiency as well as canceled at any time.

Red and italicized (Pending and Deficiency) reflect the system being unlocked for the CA so they can update information in the ERM. **These statuses also indicate the CA must submit the information in order for TDHCA to review any updates.** Attachments can be uploaded at any time by both CA and TDHCA.

Black reflects the system being locked where only TDHCA staff can update information in the ERM. Attachments can be uploaded at any time by both CA and TDHCA.

Overall Description

The first section to be filled in on the Reservation Group page is the **Overall Description**. This includes the total scope of all the contracts that will be evaluated under an application or reservation number and includes:

- activity types (HBA, TBRA, rehabilitation, reconstruction, new construction, etc)
- area(s) served
- approximate number of households to assist

To begin the environmental process, navigate to the Reservation Group page. The Environmental section for reservation group page is divided into three sections:

- Overall Project Description
- Broad Review
- Non-tiered Review

TDHCA Housing Contract System

My Contracts

[Reservation Group - 2012-0140](#)

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description					

[Create New Description](#)
[Environmental Notes](#)

BROAD REVIEW

Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review					

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia					

To create an Overall Description, select **Create New Description** under the Overall Description section.

[Reservation Group - 2012-0140](#)

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
No Description					

[Create New Description](#)
[Environmental Notes](#)

Type in scope of projects in text box labeled Description. Hit **[Save]**.

TDHCA Housing Contract System

My Contracts

[Env Review](#) > Env Review

ADD OVERALL DESCRIPTION

Description: Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro. Also providing tenant based rental assistance in El Paso, Hudspeth, and Culberson counties.

Save

After selecting **Save**, you have the option to **Save** again or **Submit**.

- Selecting **Save** will save entry and allow further editing.
- Selecting **Submit** will submit the Overall Description and prevents further editing. Once submitted, only TDHCA environmental staff can edit the description.

To return to the Reservation environmental page by saving and not submitting, select **Save** and then select the [Env Review](#) link at top left corner.

TDHCA Housing Contract System

My Contracts

[Env Review](#) > Env Overall Description

↑ Record updated successfully.

EDIT DESCRIPTION

Creation Date: 2/19/15
Modified Date: 2/19/15

Description: Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro. Also providing tenant based rental assistance in El Paso, Hudspeth, and Culberson counties.

Save **Submit**

The Reservation environmental page will show you if the overall description has been submitted with either an N for no or Y for yes. Select [Edit](#) to make changes and/or submit. Select [Delete](#) to delete overall description.

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
Edit Delete	N	2/19/15	2/19/15	cadm133849	Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro. Also providing tenant based rental assistance in El Paso, Hudspeth, and Culberson counties.

Environmental Notes

Environmental Review Module Training Manual

If you go back and edit, you can hit **Save** as many times as necessary to revisit and make changes. Select **Submit** to submit your overall description. Remember, once **Submit** is selected, edits to the overall description can only be made by TDHCA staff.

EDIT DESCRIPTION

Creation Date 2/19/15

Modified Date 2/19/15

Description

Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro. Also providing tenant based rental assistance in El Paso, Hudspeth, and Culberson counties.

Save
Submit

After the overall description is submitted, return to the Reservation environmental page and double check the Submitted status is a Y for yes.

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
	Y	2/13/15	2/13/15	cadm133849	to provide homebuyer down-payment assistance and rehabilitation or reconstruction for 1 - 25 single family properties. Also providing tenant based rental assistance.

Environmental Notes

Once an Overall Description is submitted, you can proceed to create environmental reviews. Just below and to the right of the Overall Description is an **Environmental Notes** link. This is where TDHCA Environmental Staff will place comments and notes with regards to the reviews associated with a contract including if a review is on hold or if something specific is pending. You will have read-only rights to this section. *This is not the primary method of how environmental staff will communicate deficiencies. Deficiencies will be emailed to the CAs and uploaded as an attachment to the review.*

To view notes, select the **Environmental Notes** tab.

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
Edit Delete	N	2/19/15	2/19/15	cadm133849	Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro. Also providing tenant based rental assistance in El Paso, Hudspeth, and Culberson counties.

Environmental Notes

Select **Environmental Review** link to return to reservation group environmental page.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#) ←

ENVIRONMENTAL NOTES

Date	Last Modified Date	Created By	Note
2/20/15	2/20/15	jpryll	broad review needs higher level of review; administrator is republishing
2/20/15	2/20/15	jpryll	missing broad review docs received
2/20/15	2/20/15	jpryll	broad review missing support docs

Non-tiered Environmental Review Submission and Tracking Procedures

To begin the environmental process, navigate to the Reservation Group page. We are focusing on the last section of this page, **Non-tiered reviews** which can include the following types of projects:

- Down Payment Assistance Only
- Tenant Based Rental Assistance
- Project Based Rental Assistance
- All Multifamily projects
- All Non-tiered Single Family construction projects that are Categorically Excluded Subject to 58.5
 - Individual addressed SF properties that are Converting to Exempt
 - Individual addressed SF properties that require a publication due to mitigation (floodplain, noise, wetlands, etc)
- Projects that are Categorically Excluded Subject to 58.5 or Environmental Assessment that can be cleared per one site location (such as an entire subdivision or street block).

When creating a Non-tiered review you have two choices: either City or Colonia.

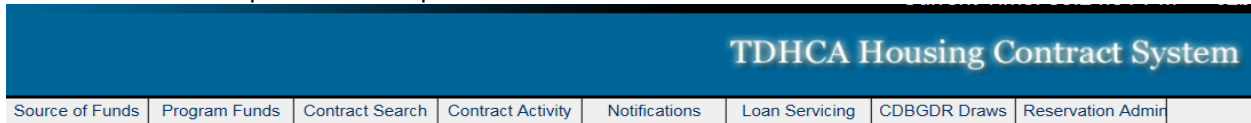
The screenshot shows the TDHCA Housing Contract System interface. At the top is a blue header with the text 'TDHCA Housing Contract System'. Below this is a navigation bar with 'My Contracts' and 'Reservation Group - 20130026'. The main content area is divided into three sections: 'OVERALL DESCRIPTION', 'BROAD REVIEW', and 'NON-TIERED REVIEW'. The 'NON-TIERED REVIEW' section is circled in red and contains a table with columns: Address, City, Level of Review, Contract Nbr, Review Status, and Attachments. Below the table are two buttons: 'Create Non-tiered Review City' and 'Create Non-tiered Review Colonia'. Two yellow arrows point upwards to these buttons.

For this example, choose **Create Non-Tiered Review City** and the link will bring you to the screen below. You will then begin by choosing a level of review

The screenshot shows the 'ADD NON-TIERED REVIEW' form in the TDHCA Housing Contract System. The form has a blue header with the text 'TDHCA Housing Contract System'. Below the header is a navigation bar with 'Source of Funds', 'Program Funds', 'Contract Search', 'Contract Activity', 'Notifications', 'Loan Servicing', 'CDBGDR Draws', and 'Reservation Admin'. The main content area is titled 'Environmental Review' and contains the 'ADD NON-TIERED REVIEW' form. The form has the following fields: 'Level of Review' (a dropdown menu), 'Description' (a large text area), 'Contract Nbr' (a text input field), and 'Status' (a dropdown menu set to 'Pending'). A 'Save' button is located at the bottom right of the form.

Environmental Review Module Training Manual

The Level of Review provides a drop down menu of levels of review to choose from.



Environmental Review

ADD NON-TIERED REVIEW

The screenshot shows the "ADD NON-TIERED REVIEW" form. The "Level of Review" field is highlighted with a yellow arrow pointing to a dropdown menu. The dropdown menu is open, showing the following options: "Exempt", "Categorical Exclusion (not subject to Sec. 58.5)", "Categorical Exclusion (subject to Sec. 58.5)", "Environmental Assessment", and "Environmental Impact Statement". The "Description" field is empty.

- Select the level of review from the drop down menu
- Write a short project description for this portion of the review
- Assign the contract number
 - These reviews are cleared by contract number so you must type in the appropriate contract number that the review will fall under for set-up.
- Select [**Save**] to save the information. Once saved a new screen appears.

Example of fields filled out:



Environmental Review

ADD NON-TIERED REVIEW

The screenshot shows the "ADD NON-TIERED REVIEW" form with the following fields filled out: "Level of Review" is set to "Categorical Exclusion (subject to Sec. 58.5)", "Description" is "Down Payment and closing costs for a home to be constructed", "Contract Nbr" is "1001788", and "Status" is "Pending". A yellow arrow points to the "Save" button at the bottom right of the form.

Save



Environmental Review Module Training Manual

After you hit [save], this next screen allows for address detail to be added to the review.

- Fill in the street address, city and zip code (**ensure this address is correct, this will link to the set-up**)
- Attach your document(s) using the attachments link
- Select **[Save]** to save the address information than
- Select the **[Submit]** button. You have submitted your environmental review for clearance.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

• Record updated successfully.

EDIT NON-TIERED REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5)	Description	Down Payment and closing costs for a home to be constructed
Status	Pending	Attachments	Attachments[0]
Clearance Date		Contract Nbr	1001788
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	

ADDRESS

Line 1	225 E 11th Street			
Line 2				
City	Brownsville	State	TX	Zip
County		County Code		78520

Once submitted you have two confirmations:

- **“Your request for approval has been submitted”** appears above the review.
- The status changes from “Pending” to “Received”

This area will also show the number of attachments submitted, for our example below the status reads 0. You are still able to upload attachments. (Refer to attachments section of the manual for instructions on how to upload attachments.)

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

• Your request for approval has been submitted.

EDIT NON-TIERED REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5)	Description	Down Payment and closing costs for a home to be constructed
Status	Received	Attachments	Attachments[0]
Clearance Date		Contract Nbr	1001788
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	

ADDRESS

Line 1	225 E 11th Street			
--------	-------------------	--	--	--

Tenant Based Rental Assistance

Categorically Excluded Not Subject to 58.5 project (non-tiered)

Choose a TBRA contract for environmental evaluation from “YOUR CONTRACTS” list.

TDHCA Housing Contract System

My Contracts

Notifications List

YOUR CONTRACTS									
Contract Number	CSAS Number(s)	Program Name	Program Activity Type	Setaside Type	Contract Begin Date	Contract End Date	Status		
1001785	552932 550969 549075	HOME	HOME Reservation	HRA Reservation	Your Contracts	2/10/15	Active		
1001788	552935 551249 550264	HOME	HOME Reservation	HBA/Rehab Reservation	2/11/13	2/10/15	Active		
1001791	552938	HOME	HOME Reservation	CFD Reservation	2/11/13	2/10/15	Active		
1001792	552940	HOME	HOME Reservation	HRA Reservation	2/12/13	2/11/15	Active		
1001793	552941	HOME	HOME Reservation	HBA/Rehab Reservation	2/12/13	2/11/15	Active		
1001794	552942	HOME	HOME Reservation	TBRA Reservation	2/12/13	2/11/15	Active		
1001804	551008	HOME	HOME Reservation	SF Development CHDO Reservation	4/8/13	4/7/15	Active		
1002033	550221	HOME	HOME Reservation	HRA Disaster Relief Reservation	12/12/13	12/11/15	Active		
1002034	550222 551277	HOME	HOME Reservation	TBRA Disaster Relief Reservation	12/12/13	12/11/15	Active		
1002045	551237	HOME	HOME Reservation	HRA Reservation	12/12/13	12/11/15	Active		
1002046	552236	HOME	HOME Reservation	TBRA Reservation	12/12/13	12/11/15	Active		

YOUR CONTRACT ACTIVITIES									
Activity	Address	Program Name	Activity Type	Contract	CSAS Number(s)	Activity Status	Type	Administrator Name	Date Submitted/Approved
Unassigned	1166 Calle San Lucas	HOME	HOME Reservation	1001785	552932 550969 549075	Pending PM Approval		Community Development Corporation of Brownsville	9/17/14 5:16 PM
Unassigned	509 Cancun Drive	HOME	HOME Reservation	1001788	552935 551249 550964	Pending PM Approval		Community Development Corporation of Brownsville	9/24/14 9:14 AM

Select the **Environmental** link.

TDHCA Housing Contract System

My Contracts

[Environmental](#) | [Notes](#) | [Perf Reqs](#) | [Activities](#) | [Areas Served](#) | [Vendors](#)

CONTRACT			
Contract Number	1002046	Program Activity	HOME - HOME Reservation (Single-Family 2014)
CSAS Number(s)	552236	Contractor	City of Socorro
Period Begin Date	12/12/13	Contact	Willie Norfleet
Period End Date	12/11/15	Contact Phone	(915) 858-2915
Amended End Date		Grant	yes
Application Number	20120140	Loan	no
Consultant	Border Community Development Consultants Inc.	Consultant Phone	(915) 443-8859
TDHCA Performance Contact	Jackie Welsh	TDHCA Performance Contact Phone	(512) 936-7790
TDHCA Program Contact		TDHCA Program Contact Phone	
		Attachments[0]	

BUDGET									
	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TBRA Reservation Project		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

[Allocation Detail](#) | [Budget Detail](#) | [Draw History](#) | [Draw Request](#)

SETASIDES	
Setaside Type	TBRA Reservation

When you choose the TBRA contract, the screen below is your Environmental screen. It displays ONLY the TBRA contract selected under its reservation or application number. The Overall Description for all contracts under the associated reservation number is still displayed on this screen.

All other contracts when selected allow you to look at overall environmental status of contracts under that Reservation Number.

Environmental Review Module Training Manual

Under Non-tiered Review, Choose [\[Create Non-Tiered Review\]](#)

TDHCA Housing Contract System

My Contracts

[Reservation Group - 2012-0140](#)

OVERALL DESCRIPTION					
	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
Edit Delete	N	2/19/15	2/19/15	cadm133849	Providing homebuyer down-payment assistance for 1 - 10 households and rehabilitation or reconstruction for 1 - 25 single family properties in City of Socorro Also providing tenant based rental assistance in El Paso, Hudspeeth, and Culberson counties.

Environmental Notes

NON-TIERED REVIEW					
Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review					



- Choose **Categorically Excluded Not Subject to 58.5** from the drop down menu
- Write a short project description for this portion of the review, include the area to be served and the estimated number of units to be assisted.
- Assign the contract number
 - These reviews are based on the contract number so you must type in the appropriate contract number that the review will fall under for set-up.
- Select **[Save]** to save the information. Once saved a new screen appears.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

ADD NON-TIERED REVIEW

Level of Review	Categorical Exclusion (not subject to Sec. 58.5) v
Description	Tenant Based Rental Assistance for up to 20 households in the County of Comal
Contract Nbr	1002046 x
Status	Pending

Save

This screen shows the status as “Pending”. Unlike the other reviews, an address is not required for TBRA reviews.

Environmental Review Module Training Manual

Your next steps are to:

- Attach your environmental document(s) using the attachments link.
- Select **Save** to save the updated information
- Select the **Submit** button. You have submitted your TBRA environmental review for clearance.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

• Record updated successfully.

EDIT NON-TIERED REVIEW

Level of Review	Categorical Exclusion (not subject to Sec. 58.5)	Description
		Tenant Based Rental Assistance for up to 20 households in the county of comal
Status	Pending	Attachments[0]
Clearance Date		Contract Nbr 1002046
Publication Post Date		AUGF Date
RROF Received Date		RROF Signed Date

Once submitted you have two confirmations,

- **“Your request for approval has been submitted”** appears above the review.
- Status changes from “Pending” to “Received”

This area will also show the number of attachments submitted, for our example below the status reads “0”. You are still able to upload attachments. (Refer to attachments section of the manual for instructions on how to upload attachments.)

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

• **Your request for approval has been submitted.**

EDIT NON-TIERED REVIEW

Level of Review	Categorical Exclusion (not subject to Sec. 58.5)	Description
		Tenant Based Rental Assistance for up to 20 households in the County of Comal
Status	Received	Attachments[0]
Clearance Date		Contract Nbr 1002046
Publication Post Date		AUGF Date
RROF Received Date		RROF Signed Date

Tiered Environmental Review Submission and Tracking Procedures

To begin the environmental process for a tiered review, navigate to the Reservation Group page. We are focusing on the middle section of this page, **Broad Review**. When creating or reviewing a tiered review, both the broad reviews and site specifics are accessed through the **Broad Review** section on the Reservation Group page.

Tiered reviews are reviews that are **only** single family and can be one the following levels of review:

- Categorically Excluded (subject to 58.5)
- Environmental Assessment

Broad Review

To create a new tiered review you begin with creating a broad review. Select **Add Broad Review** found at the bottom right of the **Broad Review** section.

TDHCA Housing Contract System

My Contracts

Reservation Group - 2012-0140

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
	Y	2/10/15	2/10/15	cadm133849	provide down-payment assistance, rehabilitation, reconstruction, and/or new construction to 1 - 20 SF homes within City of Brownsville


Environmental Notes

BROAD REVIEW

Location	City	Level of Review	Clearance Date	Review Status	Attachments
Add Broad Review					

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia					



Fill in all active fields.

TDHCA Housing Contract System

My Contracts

Environmental Review

ADD BROAD REVIEW

Level of Review	<input type="text"/>
Location	<input type="text"/>
Description	<input type="text"/>
Enter N/A for the city if this is county or area wide.	
City	<input type="text"/>
County	<input type="text"/>
Status	Pending

Save

Level of Review is a drop down menu. Select appropriate level of review. Other fields require text.

ADD BROAD REVIEW

Level of Review	<input type="text"/>
Location	<input type="text"/>

Categorical Exclusion (subject to Sec. 58.5)
Environmental Assessment
Environmental Impact Statement

- Select the level of review from the drop down menu

Environmental Review Module Training Manual


- Describe the location of the broad review.
- Write a short project description describing scope of work for the broad review.
- Enter city and county of broad review. If broad review location is larger than a city, enter N/A for city.
- Select **[Save]** to save the information. Once saved a new screen appears.

TDHCA Housing Contract System

My Contracts

Environmental Review

ADD BROAD REVIEW

 Level of Review	Categorical Exclusion (subject to Sec. 58.5) ▾
 Location	City of Brownsville
 Description	rehabilitate or reconstruction between 1 - 12 SF homes
Enter N/A for the city if this is county or area wide.	
 City	Brownsville
 County	Cameron x
Status	Pending

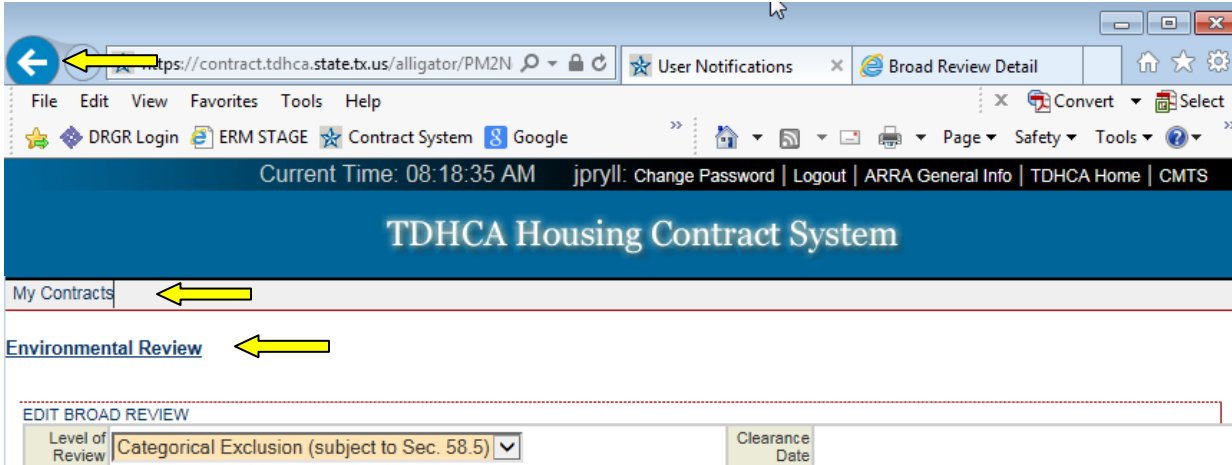
Save

Once saved, you can:

- Exit the broad review page
- Make changes to the broad review fields
- Attach environmental review documents for a broad review
- Submit the broad review. (You are only able to create and submit site specific reviews when the broad review is submitted.)

➤ **Exit the broad review page**

To exit the broad review page select either “Environmental Review” or “My Contracts”, or use the back arrow on your browser. (Environmental Review and the back arrow on your browser will take you back to the Reservation Group page).



➤ **Make changes to the broad review fields**

To make changes to the broad review fields, you can replace text in the active fields as well as change the Level of Review drop down selection. Hit **[Save]** when finished. (Broad review remains in “Pending” status until it is submitted.) **Do not hit [Submit] until all attachments are uploaded.**



Environmental Review Module Training Manual

➤ Attach environmental review documents for a broad review

Attach your environmental document(s) using the attachments link. (Refer to attachments section of manual for instructions on how to upload attachments.)

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

EDIT BROAD REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5) ▼	Clearance Date	
Location	City of Brownsville	Description	rehabilitate or reconstruction between 1 - 12 SF homes
City	Brownsville	County	Cameron
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	
Status	Pending	Attachments[0]	

[Site Specific Reviews List](#)

➤ Submit the broad review

When broad review fields have been filled out and all documentation has been uploaded, hit **[Submit]**.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

EDIT BROAD REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5) ▼	Clearance Date	
Location	City of Brownsville	Description	rehabilitate or reconstruction between 1 - 12 SF homes
City	Brownsville	County	Cameron
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	
Status	Pending	Attachments[0]	

[Site Specific Reviews List](#)

Environmental Review Module Training Manual

Once the review has been submitted, the review is in “Received” status. You are unable to make changes other than upload other attachments. Select the [Environmental Review](#) link to return to the Reservation Group page.

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

- Your request for approval has been submitted.

EDIT BROAD REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5)	Clearance Date	
Location	City of Brownsville	Description	rehabilitate or reconstruction between 1 - 12 SF homes
City	Brownsville	County	Cameron
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	
Status	Received		Attachments[0]

[Site Specific Reviews List](#)

To review an existing broad review, or to create or access an existing site specific, select [Review Detail](#) of the broad review you want to access from the Reservation Group page.

TDHCA Housing Contract System

My Contracts

[Reservation Group - 2012-0014](#)

OVERALL DESCRIPTION

	Submitted	Date	Last Modified Date	Created By	Overall Contract Description
	Y	11/6/14	1/30/15	cadm133849	SF rehabilitation/reconstruction of up to 12 homes in the City of Brownsville

[Environmental Notes](#)

BROAD REVIEW

	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Review Detail	City of Brownsville, TX (Cameron County)	Brownsville	Categorical Exclusion (subject to Sec. 58.5)	1/2/15	Clearance	Attachments[0]
Review Detail	City of San Benito	San Benito	Environmental Assessment		Pending	Attachments[0]

[Add Broad Review](#)

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments
Create Non-tiered Review City Create Non-tiered Review Colonia					

Site Specific

Site Specific reviews are tied to a Broad Review. You must navigate through the Broad Review to get to the screen that allows you to create or access existing site specific review submissions. *You can create site specific reviews in the ERM only when a broad review has been **submitted**.*

Choose the broad review from the Reservation Group home page by selecting the **Review Detail** link of that broad review to access the Site Specific Reviews List.

TDHCA Housing Contract System

My Contracts

[Reservation Group - 2012-0140](#)

OVERALL DESCRIPTION

Submitted	Date	Last Modified Date	Created By	Overall Contract Description
Y	2/10/15	2/10/15	cadm133849	provide down-payment assistance, rehabilitation, reconstruction, and/or new construction to 1 - 20 SF homes within City of Brownsville

[Environmental Notes](#)

BROAD REVIEW

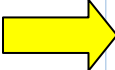
	Location	City	Level of Review	Clearance Date	Review Status	Attachments
Review Detail	City of Brownsville	Brownsville	Categorical Exclusion (subject to Sec. 58.5)	1/26/15	Clearance	Attachments[0]
Review Detail	City of Socorro	Socorro	Environmental Assessment	2/6/15	Clearance	Attachments[0]
Review Detail	Cameron County	N/A	Environmental Assessment	2/9/15	Clearance	Attachments[0]

[Add Broad Review](#)

NON-TIERED REVIEW

Address	City	Level of Review	Contract Nbr	Review Status	Attachments

[Create Non-tiered Review City](#) | [Create Non-tiered Review Colonia](#)



Select Site Specific Reviews List link

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

EDIT BROAD REVIEW

Level of Review	Environmental Assessment	Clearance Date	2/9/15
Location	Cameron County	Description	Rehabilitate or reconstruct 1 - 10 SF homes
City	N/A	County	Cameron
Publication Post Date	1/2/15	AUGF Date	2/9/15
RROF Received Date	1/23/15	RROF Signed Date	1/20/15
Status	Clearance		Attachments[0]

[Site Specific Reviews List](#)

Select “[Create Site Specific Review City](#)” or “[Create Site Specific Review Colonia](#)” link. Remember, the links are active only when a broad review has been submitted.

TDHCA Housing Contract System

My Contracts | [Reservation Group - 20130026](#) | [Environmental Review](#) | [Broad Review Detail](#)

Broad Review must be submitted before editing/creating Site Specific Reviews

SITE SPECIFIC REVIEW						
Address	City	Level of Review	Contract Nbr	Review Status	Clearance Date	Attachments
				Create Site Specific Review City Create Site Specific Review Colonia		

All active fields must be filled in. Level of review reflects what was chosen for the broad review.

- Write a short project description for this portion of the review.
- Assign the contract number
 - These reviews are cleared by contract number so you must type in the appropriate contract number that the review will fall under for set-up.
- Fill in the street address, city and zip code (**ensure this address is correct, this will link to the set-up**)
- Select **[Save]** to save the information. Once saved a new screen appears.

TDHCA Housing Contract System

[Source of Funds](#) | [Program Funds](#) | [Contract Search](#) | [Contract Activity](#) | [Notifications](#) | [Loan Servicing](#) | [CDBGDR Draws](#)

[Broad Review Detail](#)

ADD SITE SPECIFIC REVIEW

Level of Review	Environmental Assessment
Description	Reconstruction of a SF home. Property is within 100 year floodplain and completed the 8-step process. Property requires noise mitigation.
Contract #	1002107
Status	Pending
Line 1	4103 Waterdrum Blvd.
City	Austin
Zip	78704

Save

Environmental Review Module Training Manual

After you save, you are redirected to the Site Specific Review List page. Select **Edit Review** of site specific that you would like to attach documents to and submit for review.

TDHCA Housing Contract System

Source of Funds
Program Funds
Contract Search
Contract Activity
Notifications
Loan Servicing
CDBGDR Draws
Reservation Admin
User Admin

[Reservation Group - 20130026](#)
[Environmental Review](#)
[Broad Review Detail](#)

Broad Review must be submitted before editing/creating Site Specific Reviews

SITE SPECIFIC REVIEW

		Address	City	Level of Review	Contract Nbr	Review Status	Clearance Date	Attachments
Delete	Edit Review	221 E. Congress Ave.	Austin	Environmental Assessment	1002107	Pending		Attachments[0]
Delete	Edit Review	187 Riverside Dr.	Austin	Environmental Assessment	1002107	Pending		Attachments[0]
Delete	Edit Review	4103 Waterdrum Blvd.	Austin	Environmental Assessment	1002107	Pending		Attachments[0]

[Create Site Specific Review City](#) | [Create Site Specific Review Colonia](#)



Double check information on site specific screen, upload attachments and select **[Submit]**. If you are not ready to submit, then select **[Save]** and you can revisit the review.

TDHCA Housing Contract System

My Contracts

[Reservation Group - 20130026](#)
[Environmental Review](#)
[Broad Review Detail](#)
[Site Specific Reviews List](#)

SITE SPECIFIC REVIEW

Level of Review	Environmental Assessment	Description	rehabilitation of SF home
Clearance Date		Contract #	1002106
Line 1	1313 Panarama Blvd	City	Buda
County	HAYS	Zip	78610
Status	Pending		Attachments[0]

Save

Submit

Attaching documents

A document can be attached where there is an active attachments link that resembles this:

[Attachments\[0\]](#)

The number in the brackets indicates the number of attachments that are uploaded to that review.

There are several areas of the ERM that you can attach documents:

- Reservation Group page
 - Broad Review list
 - Non-Tiered Review list
- Broad Review page
- Site Specific List page
- Site Specific review
- Non-Tiered review page

To attach environmental review documents, select the [Attachments](#) link in any of the pages mentioned above.

Example below is the Broad Review page

TDHCA Housing Contract System

My Contracts

[Environmental Review](#)

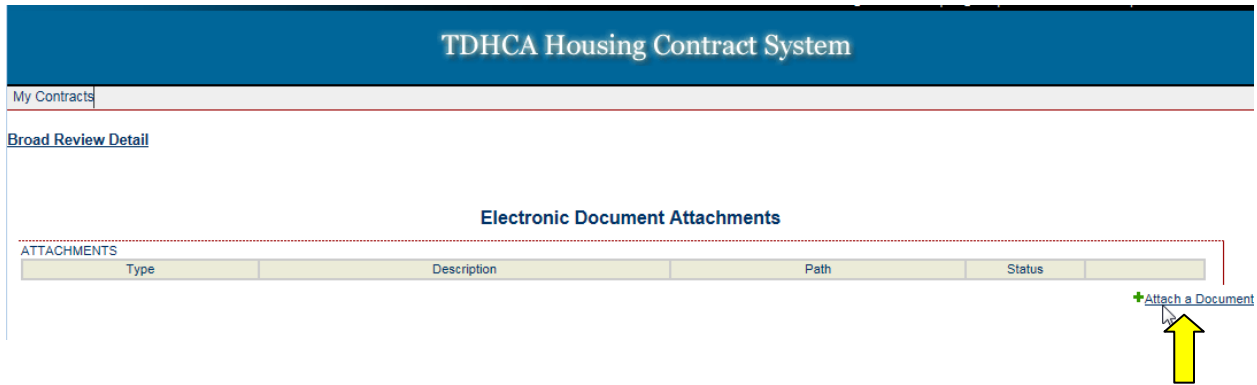
EDIT BROAD REVIEW

Level of Review	Categorical Exclusion (subject to Sec. 58.5) ▼	Clearance Date	
Location	City of Brownsville	Description	rehabilitate or reconstruction between 1 - 12 SF homes
City	Brownsville	County	Cameron
Publication Post Date		AUGF Date	
RROF Received Date		RROF Signed Date	
Status	Pending	Attachments[0]	

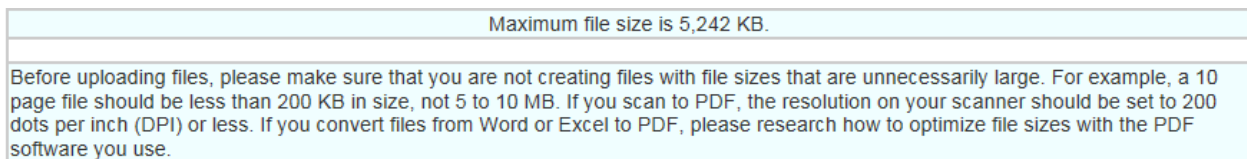
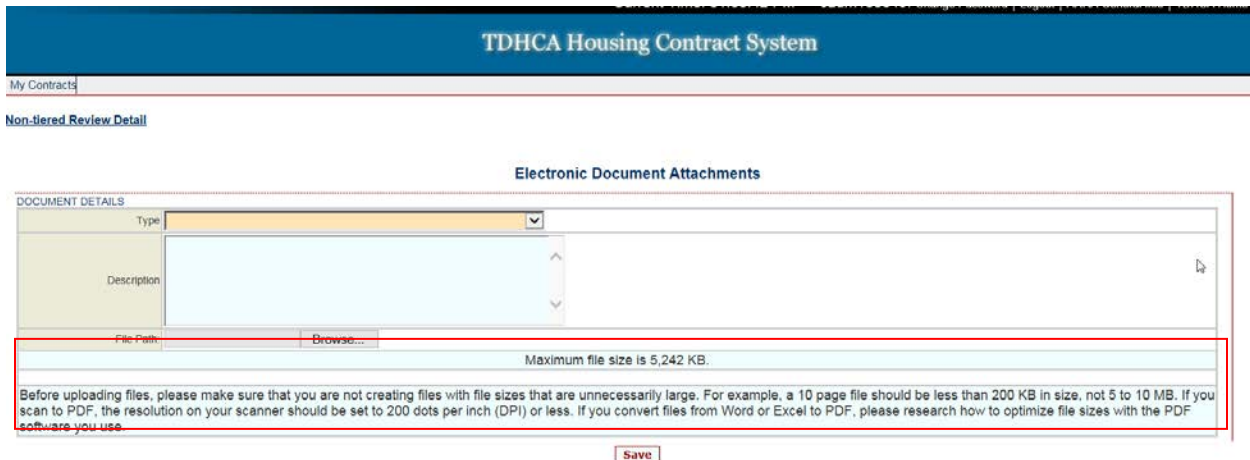
[Site Specific Reviews List](#)

Environmental Review Module Training Manual

Select **+** Attach a Document in the lower left side under the list.



You will then see the screen below. Please make note of the maximum attachment size and the tips on reducing the size of your document prior to uploading.



Select document type from the **Type** dropdown menu

TDHCA Housing Contract System

My Contracts

[Broad Review Detail](#)

Electronic Document Attachments

DOCUMENT DETAILS

Type	<div style="border: 1px solid #ccc; padding: 2px;">Type dropdown menu</div>	
Description	<ul style="list-style-type: none"> Broad Review Clearance Deficiency Notification (TDHCA only) Deficiency Response Environmental Review Documentation Public Notice Documentation Request for Release of Funds 	
File Path:	<input type="button" value="Browse..."/> No file selected.	

Maximum file size is 5,242 KB.

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 page file should be less than 200 KB in size, not 5 to 10 MB. If you scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel to PDF, please research how to optimize file sizes with the PDF software you use.

Document type selections by review:

Broad Review document types

Type	<div style="border: 1px solid #ccc; padding: 2px;">Type dropdown menu</div>	
Description	<ul style="list-style-type: none"> Broad Review Clearance Deficiency Notification (TDHCA only) Deficiency Response Environmental Review Documentation Public Notice Documentation Request for Release of Funds 	

Site Specific Review document types

Type	<div style="border: 1px solid #ccc; padding: 2px;">Type dropdown menu</div>	
Description	<ul style="list-style-type: none"> Deficiency Notification (TDHCA only) Deficiency Response Environmental Clearance Environmental Review Documentation 	

Environmental Review Module Training Manual

Non-tiered Review document types

Type	<input type="text"/>
Description	<ul style="list-style-type: none">Deficiency Notification (TDHCA only)Deficiency ResponseEnvironmental ClearanceEnvironmental Review DocumentationPublic Notice DocumentationRequest for Release of Funds

Next, write a description of the document and use the browser button to upload your documents.



[Non-tiered Review Detail](#)

Electronic Document Attachments

DOCUMENT DETAILS

Type	<input type="text" value="Categorical Exclusion (NOT subject to 58.5)"/>
Description	<input type="text" value="Environmental Review Documents for Down Payment Assistance of existing home and no associated construction."/>
File Path:	<input type="text" value="C:\Users\czbranak\Docu..."/> <input type="button" value="Browse..."/>

Maximum file size is 5,242 KB.

Before uploading files, please make sure that you are not creating files with file sizes that are unnecessarily large. For example, a 10 scan to PDF, the resolution on your scanner should be set to 200 dots per inch (DPI) or less. If you convert files from Word or Excel software you use.

Select **Save** when finished. Documents are uploaded.

Select link at top left of page to return to previous page. Per the screen shot above, the link [Non-tiered Review Detail](#) will take you to the previous page.

Creating a Project Set-up

The creation of the project set-up follows the same steps outlined in the TDHCA Contract System User Guide. You begin at the contract level and select “Activities”.

TDHCA Housing Contract System

My Contracts | Environmental | Notes | Perf Reqs | **Activities** | Areas Served | Vendor

CONTRACT

Contract Number	1002033	Program Activity	HOME - HOME Reservation (Single-Family 2014)	Status	Active
CSAS Number(s)	550221	Contractor	City of Socorro	UOG Code	
Period Begin Date	12/12/13	Contact	Willie Norfleet	UOG Number	
Period End Date	12/11/15	Contact Phone	(915) 858-2915	CPS Number (IDIS)	
Amended End Date		Grant	yes	Mail Code	
Application Number	20120140	Loan	no	Executor	Jesus Ruiz
Consultant	Border Community Development Consultants Inc.	Consultant Phone	(915) 443-8859	Contract Activity Number (IDIS)	
				10TAC Rate Year	2012
TDHCA Performance Contact	Jackie Welsh	TDHCA Performance Contact Phone	(512) 936-7790		
TDHCA Program Contact		TDHCA Program Contact Phone			

BUDGET

	Reserved	Original	Amended	Funded	Committed	Total Drawn	Refunded	Net Drawn	Available
Admin		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
HRA Disaster Relief Reservation Project		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

SETASIDES

Setaside Type: HRA Disaster Relief Reservation

You then select **City** or **Colonia** next to **Add Contract Activity** as appropriate for your contract and activity.

TDHCA Housing Contract System

My Contracts | Contract #1002033 > Activities | CSAS Number(s): 550221

CONTRACT ACTIVITY

Activity#	Household Name	Address	City/Colonia	Activity Status	Attachments
					Add Contract Activity City / Colonia

As shown below, a list of all **submitted** environmental reviews is displayed. To create your activity set-up you must choose an address to associate with your set-up. You will not be able to fill in your address or clearance date. These will auto-populate from the clearance you choose.

TDHCA Housing Contract System

My Contracts | Contract #1002033 > Select Review

Select Review for New Activity

Click on the address of the Review to create an activity.

SITE SPECIFIC REVIEW

Address	City	Level of Review	Activity	App Nbr	Review Status	Attachments
419 Montreal Circle	Socorro	Environmental Assessment			Clearance	Attachments(0)
440 Santorini	Socorro	Environmental Assessment			Clearance	Attachments(0)
456 Wisconsin Ct	Socorro	Environmental Assessment			Clearance	Attachments(0)
10249 Valle Suave Dr.	Socorro	Environmental Assessment			Received	Attachments(0)

NON-TIERED REVIEW

Address	City	Level of Review	Review Status	Attachments
221 E. main street	Socorro	Categorical Exclusion (not subject to Sec. 56(a))	Clearance	Attachments(0)

Environmental Review Module Training Manual

Once an address is selected your form auto-populates, you complete your set-up.

Contract Activity: HOME - HOME Reservation

Required Documentation			
For the most current forms, please visit the TDHCA website link below. HOME Reservation (HOME)			
<input type="checkbox"/> Check this box if all required documents have been submitted to TDHCA or will be attached electronically using this system at the time you submit this contract activity or draw.			
BUDGET			
TDHCA Funds Originally Requested	30000		
Total Estimated Cost of Project	30000		
ADDRESS			
Line 1	419 Montreal Circle	Rural/Urban	Rural
Line 2		State	TX
City	Socorro	County Code	141
County	EL PASO	Region	13
		Zip	79927
COMPLIANCE			
Pre 1978 Project	<input type="checkbox"/>	Environmental Clearance Date	3/3/15
Flood Plan	N	Mitigate	N/A
		Lead Risk Assessment Date	03/01/2015
TYPE OF CONSTRUCTION			
Property Type	single family	Accessible	<input checked="" type="checkbox"/>
Form of Assistance	Grant	FHA Insured	<input type="checkbox"/>
	Miscellaneous	Secured Loan	<input type="checkbox"/>
		Reconstruction	Site built to Site built
		Rehabilitation	<input type="checkbox"/>
HOUSEHOLD			
Activity #		Borrower Full Legal Name	Smokoy The Bear
		Borrower Marital Status	Single
HOUSEHOLD			
Activity #		Borrower Full Legal Name	Barbie
		Borrower Marital Status	Married
		Co-Borrower Full Legal Name	G. I. Joe
		Co-Borrower Marital Status	Married
		Other Names Previously Used by Borrower(s) or Co-Borrower(s)	
		Non-Purchasing Spouse Flag	<input type="checkbox"/>
OCCUPANCY DATA			
Number of Bedrooms	3	Occupancy	Homeowner
INCOME			
Monthly Gross Income	2500	Annual Income	
Rider County	N	Qualifying AMI %	
State Maximum Income Limit		HIC Date	2/22/2015
		HUD Maximum Household Income	
MISCELLANEOUS			
Rental Assistance Status	No Assistance		
BENEFICIARIES DATA			
Hispanic	N	Household Size	3
Head of Household Race	White	Head of Household	Two Parents
PRIMARY SPECIAL NEED			
Primary Special Need	Wounded Warrior		
OTHER SPECIAL NEEDS			
Elderly Populations	<input type="checkbox"/>	Disaster Victim	<input type="checkbox"/>
Veteran	<input type="checkbox"/>	Wounded Warrior	<input type="checkbox"/>
Persons with HIV/AIDS	<input type="checkbox"/>	Migrant Farmworkers	<input type="checkbox"/>
		Public Housing Residents	<input type="checkbox"/>
		People With Disabilities	<input type="checkbox"/>
		Colonias	<input type="checkbox"/>
		Money follows the person	<input type="checkbox"/>
		VAWA/Victims of Domestic Violence	<input type="checkbox"/>
		Alcohol and Drug Addiction	<input type="checkbox"/>
		Homeless Populations	<input type="checkbox"/>
		None	<input checked="" type="checkbox"/>

Save

You now can select **Save**.

A "Submit for Approval" Button will only appear once the site specific or non-tiered review status is changed to or is already in "Clearance".

COMPLIANCE

Pre 1978 Project Environmental Clearance Date: 3/3/15 Lead Risk Assessment Date: 03/01/2015

Flood Plain: N Mitigate: N/A

TYPE OF CONSTRUCTION

Property Type: single family Accessible: FHA Insured:

Form of Assistance: Grant Secured Loan: N Reconstruction: Site built to Site built Rehabilitation:

BENEFICIARIES DATA

Unit # Name

Smokey The Bear

GRANT AGREEMENT

Grant Information

RELATED

Project Completion Report
Contractor/SubContractor/HUB

APPROVAL ACTIONS

Approval Sequence	Approver Role	Approver Name	Action	Date
None				

Participation in the Reservation System is not a guarantee of funding availability. At times there is a high volume of reservation submissions and it is possible that the system could accept requests in excess of available funds. TDHCA reviews requests accepted by the Reservation System in the order they are received and Administrators will be notified if an activity cannot be processed due to insufficient funds or other programmatic issues.

Save Submit for Approval without Saving



To Create a Set-Up, Status Matters

Type of Review	Review Status	Actions Allowed in Creating Set-up
Non-tiered Review	Clearance	Create, Save and Submit Set-up
Non-tiered Review	Received	Create, Save
Non-tiered Review	Deficiency	Create, Save
Tiered Review	Clearance	Create, Save and Submit Set-up
Tiered Review	Site Specific "Received" (Broad Review Cleared)	Create, Save
Tiered Review	Site Specific "Received" (Broad Review, Received/Deficiency)	Activity Set-up <u>Unavailable</u> until Broad Review in clearance status