



Environmental Unit: External Responsible Entity Process:

How to Engage with External Clients

Document Overview: This document details how VIHFA will interact with external clients who have received funding from the U.S. Department of Housing and Urban Development (HUD) and are required to complete an environmental review. VIHFA serves as HUD's Responsible Entity (RE) for the territory. Thus, VIHFA is required to complete and/or monitor the completion of environmental reviews for all HUD-assisted projects. VIHFA's Environmental Unit will primarily interact with the client. However, this process was initially crafted with many units involvement (Legal, Procurement, and Finance) for overall awareness.

Step 1: Application Submission & Unit Alerts

- External client submits an application at [\[INSERT VIHFA WEBSITE LINK\]](#) to the Environmental Unit. A draft of the application can be found here: [DRAFT re Responsible Entity Application Form.pdf](#).
- Environmental Unit alerts Legal, Finance, and Procurement to a new external client to begin internal preparation work.

Step 2: Initial Meeting (VIHFA & External Client)

- VIHFA's Environmental Unit hosts an initial meeting with the external client to describe VIHFA RE responsibilities and the environmental process (specifically, the preliminary review process and the base fee required by VIHFA to conduct a preliminary environmental review of the client's property and project). VIHFA's Environmental Unit prepares a quote (Quote #1) in the amount of \$3,400; this fee is the base fee required by the Environmental Unit to conduct a preliminary environmental review.

Step 3: VIHFA Conducts Preliminary Environmental Review & Prepares Quotes

- Upon receipt of the \$3,400 base fee, VIHFA's Environmental Unit conducts preliminary review (pull environmental maps, identify needed environmental tests and consultations, etc.).
- Based on the preliminary review, VIHFA's Environmental Unit will then prepare two quotes (Quote #2 and Quote #3) that reflect next steps for the client. **Note:** Clients have the option to 'hire' VIHFA to conduct their HUD-required environmental review or hire a third-party consultant to complete their environmental review while VIHFA monitors the consultant's progress.
 - Quote #2 speaks to costs associated with VIHFA completing the environmental review.



- Quote #3 speaks to costs associated with VIHFA monitoring and providing technical assistance details if the client prefers to hire a third-party consultant to conduct the environmental review.
- **Time Frame:** 1 week (a week to conduct a preliminary environmental review and prepare quotes).

Step 4: Secondary Meeting (VIHFA & External Client)

- VIHFA's Environmental Unit hosts a secondary meeting with the client to 1) disclose the findings of the preliminary environmental review and 2) discuss the two prepared quotes and the client's next steps.
- VIHFA's Environmental Unit shares the finding of the preliminary environmental review and the two quotes with the client through email. The client has 7 business days to respond with their selected option.

Step 5: Next Steps

- If the client agrees to pay Quote #2, VIHFA will begin its formal environmental review process.
- If the client agrees to pay Quote #3, VIHFA will monitor the progress of a third-party environmental consultant hired by the client to conduct the environmental review. VIHFA will also provide technical assistance to the external client as requested and needed.