

HEROS



QUICK GUIDE



Completing a CEST Broad-level Tiered Environmental Review

2019





WHAT ARE HEROS QUICK GUIDES?

The HEROS Quick Guides are intended to provide a brief summary of specific actions within HEROS. For complete guidance and screen by screen instruction, review the HEROS User Guide.

COMPLETING A CEST BROAD-LEVEL TIERED REVIEW

The purpose of this guide is to provide instructions on completing a categorically excluded (CEST) broad-level tiered review in HEROS.

For instructions on how to create a broad-level tiered review, see the [Setting Up a Broad Level Tiered Environmental Review Quick Guide](#).

For basic information on HUDs Tiered Environmental Review process, go to the [HUD Exchange Tiered Environmental Review webpage](#).

For a more detailed overview of setting-up and completing a tiered review in HEROS, watch the [HEROS Tiered Environmental Review webinar](#).

CEST Tiered Review: Related Laws and Authorities

For a CEST tiered review, you will have selected Categorical Excluded and checked the applicable citation or citations in the list provided on Screen 1210 – Level of Review Determination. After completing Screen 1220 – Project Summary, you will indicate broad-level compliance with the 16 related Federal laws and authorities listed in 58.5 and 58.6 on Screen 1252 – Related Laws and Authorities.

1251 – Tiered Review: Related Laws and Authorities (50/58)		Project Name: Tiered-Project-1	
<p>Directions: Indicate whether compliance was achieved at the broad level review for each law and authority. If you have determined that due to the nature of the program, compliance has been achieved no need for additional follow up at site-specific level, check "Yes." If further review at a site-specific level is needed, check "No."</p> <p>If compliance was achieved at the broad level, describe how and provide your source documentation. If necessary, summarize the supporting documentation and provide page numbers.</p> <p>As a reminder, state and local requirements may differ from Federal requirements, and compliance with one does not guarantee compliance with the other.</p>			
Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4, 58.5, and §58.6	Was compliance achieved at the broad level of review?	Describe here compliance determinations made at the broad level and source documentation	Supporting Compliance Documentation Uploads
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR s.50.4 & 58.6			
Airport Hazards [Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D]	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Upload"/>
Coastal Barrier Resources [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Upload"/>
Flood Insurance [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]]	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Upload"/>
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR s.50.4 & 58.5			
Air Quality [Clean Air Act, as amended, particularly section 176(c) & (d); 40 CFR Parts 6, 51, 93]	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="button" value="Upload"/>

1. On Screen 1251 – Related Laws and Authorities, indicate whether compliance was achieved for each law and authority. Unlike standard environmental

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reviews in HEROS, the laws and authorities in the tiered review template do not provide lines of questioning that guides users through determining compliance. Users should refer to the guidance provided on the [Related Laws and Authorities webpage](#) to determine if compliance can be achieved at the broad level or if compliance must be completed at the site-specific level.

2. Select “Yes” if compliance has been achieved in the broad level review. If further review at a site-specific level is needed, check “No.”

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4, 58.5, and §58.6	Was compliance achieved at the broad level of review?	Describe here compliance determinations made at the broad level and source documentation	Supporting Compliance Documentation Uploads
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR s.50.4 & 58.6			
Airport Hazards [Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D]	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="button" value="Upload"/>
Coastal Barrier Resources [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="button" value="Upload"/>
Flood Insurance [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]]	<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="button" value="Upload"/>

3. If you select “Yes,” the description column becomes text editable. In this column, describe how compliance was achieved, including your analysis and referenced. Upload all supporting documentation using the <Upload> button.

Coastal Barrier Resources [Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]]	<input checked="" type="radio"/> Yes <input type="radio"/> No	The entire area where applications will be accepted is in an interior jurisdiction without coastal barrier resource units. See attached CBRS Mapper.	<input type="button" value="Upload"/> CBRS Mapper - Denver, CO.pdf ✕
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4. If you select “No,” or if you do not make a selection, the law and authority will appear on the next screen, where you will be required to provide a strategy to be completed at the site-specific level. Click <Save and Continue>.

CEST Tiered Review: Written Strategy

After indicating compliance determinations for the 16 Federal laws and authorities on Screen 1251 – Tiered Reviews: Related Laws and Authorities, Users must develop written policies, protocols, or standards that will be followed for the factors for which compliance could not be achieved at the broad level. These laws and authorities are displayed on Screen 1252 – Tiered Review: Written Strategy.

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1252 – Tiered Review: Written Strategy (50/58) **Project Name: Tiered-Project-1**

Written Strategy

In the section below, provide the policy, standard, or process to be followed in the site-specific review for each law, authority, and factor that will require completion of a site-specific review.

*** Airport Hazards** [Clear Zones and Accident Potential Zones; 24 CFR Part 51 Subpart D]

*** Flood Insurance** [Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]]

*** Contamination and Toxic Substances** [24 CFR 50.3(i) & 58.5(i)(2)] (HUD Standard)

1. For each law and authority, explain the policy or process you will follow in the site-specific review to determine compliance.

*** Floodplain Management** [Executive Order 11988, particularly section 2(a); 24 CFR Part 55]

All actions will be mapped on FEMA-issued Flood Insurance Rate Maps (FIRMS). An 8-Step Process will be completed at the site-specific level for any sites located in a Special Flood Hazard Area (SFHA) and mitigation measures will be tailored to the site. An early warning system and emergency evacuation and relocation plan will be required for all sites in an SFHA.

2. At the bottom of Screen 1252, use the <File Upload> button to upload all supporting documents, including the site-specific format or checklist that will be used for all site-specific reviews.

Provide all supporting documentation, including a site-specific checklist, here:

3. When finished, select <Save and Continue> to proceed to the next screen. If the <Save and Continue> button is not selectable, that means that one or more required fields in Screens 1251 or 1252 have not been completed. Review both screens and confirm that all fields are complete before continuing.

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- After completing Screen 1252, make the Environmental Finding for the review on Screen 6215 – CEST Determination. Indicate if extraordinary circumstances exist requiring the preparation of an Environmental Assessment or if the project can remain categorically excluded.

- Note: This screen is not available to Partner Users*

If you determine that extraordinary circumstances exist, and completion of an Environmental Assessment is required, a dialogue box will appear instructing you that a new tiered review is required. Click <Okay> and you will be taken back to the My Tiered Review dashboard where you can initiate a new, Environmental Assessment-level tiered review.

The screenshot shows the '6215 – CEST Determination (50/58)' screen for 'Project Name: Tiered-Project-1'. The main content area contains the instruction: 'Document your determination by selecting one of the options below:'. There are two radio button options: 'Extraordinary circumstances exist and this project may result in significant environmental impact. This project requires preparation of an Environmental Assessment (EA)' (which is selected) and 'There are no extraordinary circumstances which would require completion of an EA, and this project may remain CEST.'. A 'Go Back' button is visible on the left. A dialog box is overlaid on the screen with the text: 'This project requires an Environmental Assessment. You must start a new tiered review for this project and select "Environmental Assessment" as the appropriate level of review.' and an 'OK' button.

If you decide that the review remains categorically excluded, then make the appropriate CEST selection and click on the <Save and Continue> button to continue the completion of your review.

The screenshot shows the '6215 – CEST Determination (50/58)' screen for 'Project Name: Tiered-Project-1'. The main content area contains the instruction: 'Document your determination by selecting one of the options below:'. There are two radio button options: 'Extraordinary circumstances exist and this project may result in significant environmental impact. This project requires preparation of an Environmental Assessment (EA)' (which is unselected) and 'There are no extraordinary circumstances which would require completion of an EA, and this project may remain CEST.' (which is selected). 'Go Back' and 'Save and Continue' buttons are visible at the bottom of the screen.