

HEROS

QUICK GUIDE



Setting-up a Broad-level Tiered Environmental Review

2019



SETTING-UP A BROAD LEVEL TIERED REVIEW



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.

SETTING-UP A BROAD-LEVEL TIERED ENVIRONMENTAL REVIEW

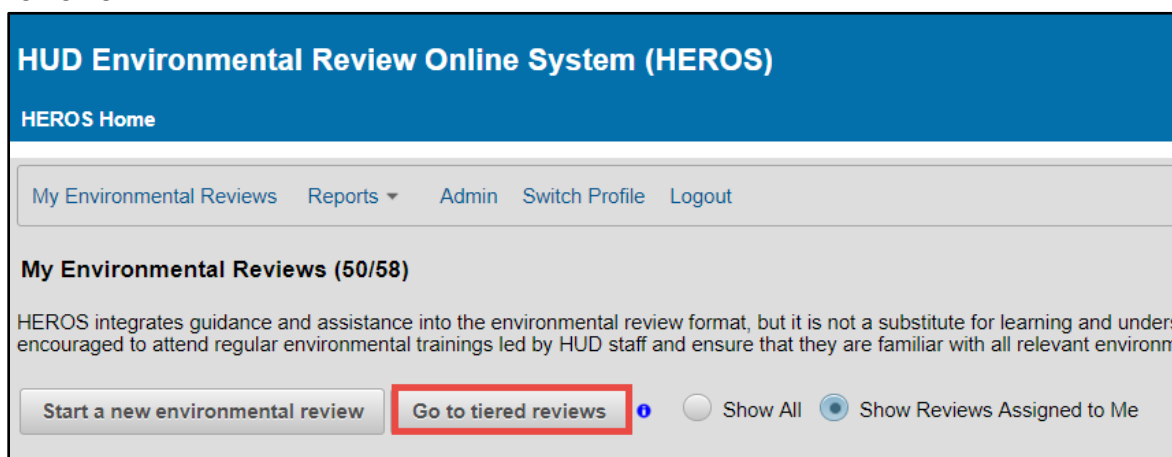
The purpose of this guide is to provide instructions to setting-up a broad-level tiered environmental review in HEROS.

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

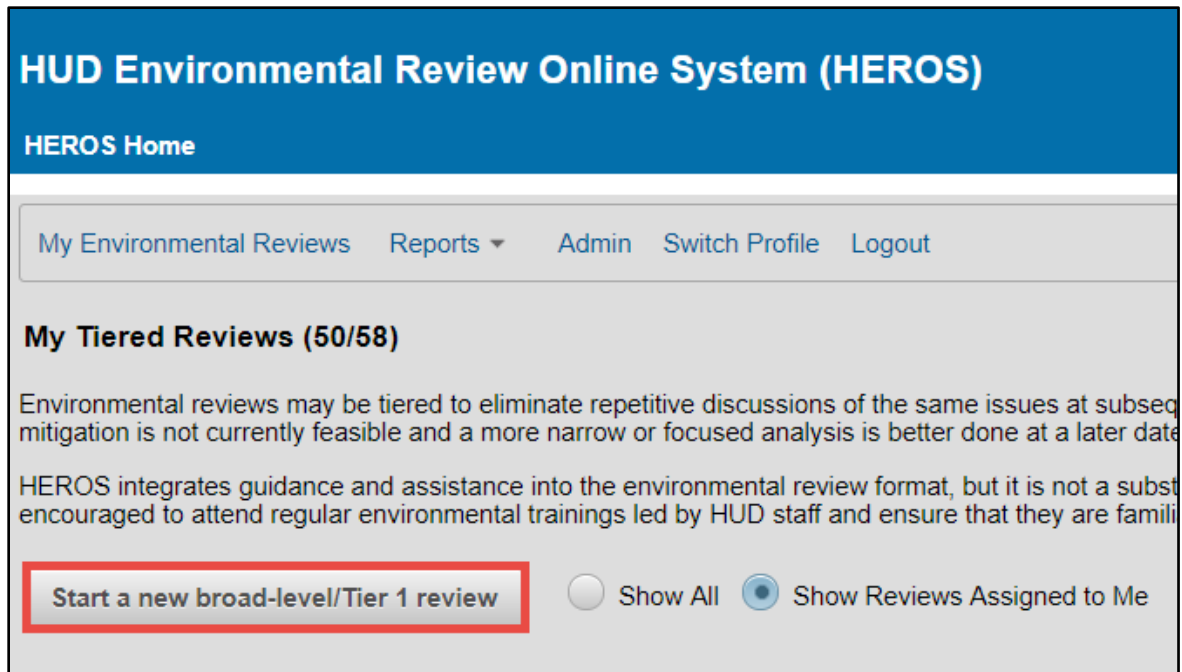
For a more detailed overview of setting-up and completing a tiered review in HEROS, watch the [HEROS Tiered Environmental Review webinar](#).

Starting a Tiered Review

1. In the My Environmental Reviews Dashboard, click on the <Go to tiered reviews> button. The button will take you to the My Tiered Reviews Dashboard, which is similar to My Environmental Reviews but will only display tiered reviews.



2. Click the <Start a new broad-level/Tier 1 review> button.



HUD Environmental Review Online System (HEROS)

HEROS Home

My Environmental Reviews Reports Admin Switch Profile Logout

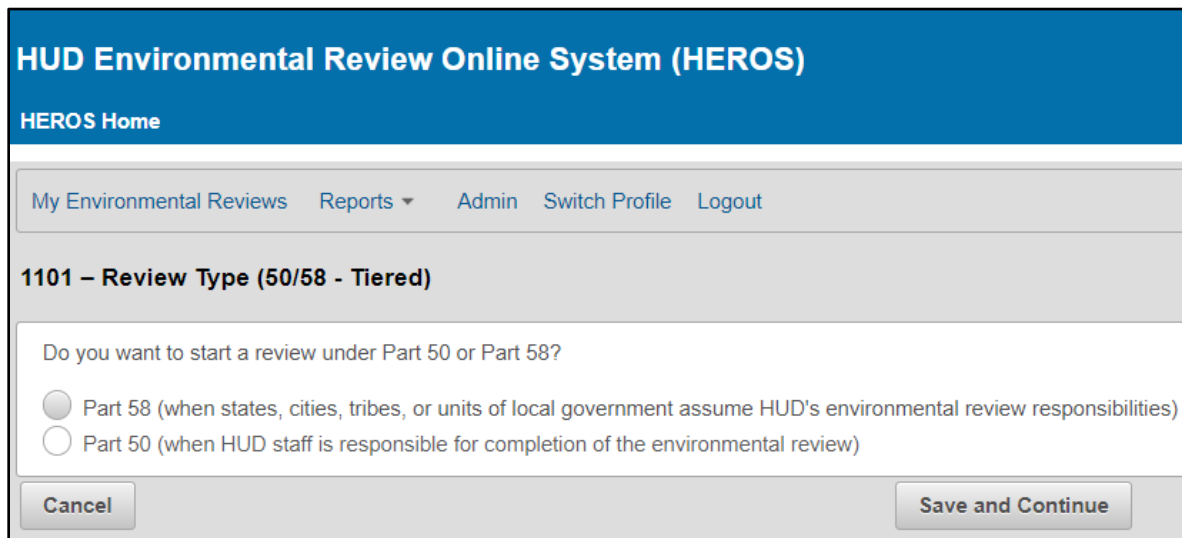
My Tiered Reviews (50/58)

Environmental reviews may be tiered to eliminate repetitive discussions of the same issues at subsequent reviews if mitigation is not currently feasible and a more narrow or focused analysis is better done at a later date.

HEROS integrates guidance and assistance into the environmental review format, but it is not a substitute for the expertise of HUD staff. HUD staff are encouraged to attend regular environmental trainings led by HUD staff and ensure that they are familiar with the system.

Start a new broad-level/Tier 1 review ☐ Show All ☒ Show Reviews Assigned to Me

3. Indicate if the review is a Part 50 or Part 58 review. Select the appropriate Part and click the <Save and Continue> button.



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1101 – Review Type (50/58 - Tiered)

Do you want to start a review under Part 50 or Part 58?

☐ Part 58 (when states, cities, tribes, or units of local government assume HUD's environmental review responsibilities)

☐ Part 50 (when HUD staff is responsible for completion of the environmental review)

Cancel Save and Continue

Setting-up the Tiered Review

1. On Screen 1105 – Initial Screen, enter information for the tiered review. Many of the fields require completion as noted by the red asterisk. Click <Save and Continue> once all of the required fields have been entered.

SETTING-UP A BROAD LEVEL TIERED REVIEW

HUD Environmental Review Online System (HEROS) HEROS version training-1886-50d19cda2

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1105 - Initial Screen (50/58 - Tiered)

Environmental Review Record created on April 12, 2019 by Benjamin Sturm.

★ Indicates that field is required

★ **Project Name:**

★ **HUD Funding Source:**
Include *only* funding sources for which this review will fulfill HUD's environmental review requirements. Do not include funding sources that will require a separate environmental review (e.g. if this project receives funding from both Part 50 and Part 58 programs).

Grant/Project Identification Number	HUD Program	Program Name	Delete
<input type="text"/>	Select Program	Select Program	<input type="button" value="Delete"/>

★ **Estimated Total HUD Funded, Assisted, or Insured Amount(\$):**

★ **Estimated Total Project Cost:** \$
This may be the same as the total HUD-funded, assisted, or insured amount.

★ **Does this project anticipate the use of funds or assistance from another Federal agency in addition to HUD?**
☐ No
☐ Yes

State / Local Identifier [optional]:

2. On Screen 1210 – Tiered Review: Level of Review, you must indicate the level of review required by the scope of the project. Use the dropdown list to select Categorically Excluded, Environmental Assessment, or Environmental Impact Statement.

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HEROS Home

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1210 - Tiered Review: Level of Review (58) Project Name: Tiered-Project-1

What level of Review is required by the scope of the project?
Select the level of review

For Categorically Excluded reviews, you must check the applicable citation or citations in the list provided on Screen 1210.

Select the applicable CEST Citations:

http://edocket.access.gpo.gov/cfr_2004/aprqrtr/pdf/24cfr58.35.pdf

- ☐ 58.35(a)(1)
- ☐ 58.35(a)(2)
- ☒ 58.35(a)(3)
- ☐ 58.35(a)(4)
- ☐ 58.35(a)(5)
- ☐ 58.35(a)(6)

Click <Save and Continue> after selecting the level of review.

3. Screen 1220 – Project Summary requires Users to enter information summarizing the project and outlining the scope and intent of the broad-level review. On this screen, provide a project description.

1220 - Tiered Review: Project Summary (50/58)

★ **Description of the Proposed Project [24 CFR 50.21; 24 CFR 58.32; 40 CFR 1508.25]:**

Provide a project description that captures the maximum anticipated scope of the proposal. It should include all contemplated actions which source of funding. Describe all physical aspects of the project, such as plans for multiple phases of development, size and number of building whether there will be ground disturbance. If applicable, indicate whether the project site will require acquisition or if the sponsor already has supplement this review, upload them below.

Enter information on the approximate geographic area that the project covers. If more than one zip code may be affected, select a representative zip code to validate. In the Location Information text box, specify street addresses and/or geographic boundaries where applications will be accepted or where projects will be selected.

SETTING-UP A BROAD LEVEL TIERED REVIEW

Project Location

If more than one zip code may be affected, select a representative zip code to validate. **If you cannot validate the location now, be sure to** addresses and/or geographic boundaries where applications will be accepted or where projects will be selected.

Attach a map or photographs from a site visit in addition to a text description if appropriate.

City:

State: Select State

Zip Code:

Validate Address

Location Information:

Optional map or photograph upload

Indicate approximately how large the project area will be. The project area should encompass the geographic range where applications will be accepted, or projects will be selected. Use the dropdown list to select either 1/8 square mile, 1/4 square mile, 1/2 square mile, 1 square mile, or more than 1 square mile.

Approximately how large is the project area (geographic area where applications will be accepted or projects will be selected)?

Please select area size

If more than 1 square mile, explain the geographical area in the provided text box.

more than 1 square mile

Explain:

Respond to questions on the scope of the review. Questions include selecting which activities are involved in the project, length of time the broad-level review covers, and the maximum number of dwelling units or lots anticipated to be addressed throughout the tiered review period of coverage. Click <Save and Continue>.

SETTING-UP A BROAD LEVEL TIERED REVIEW

What activities are involved in the project? (Check all that apply.)

- ☐ Acquisition
- ☐ Leasing
- ☐ Maintenance ⓘ
- ☐ Repair/Improvement/Rehabilitation
- ☐ New construction/Reconstruction
- ☐ Demolition
- ☐ Disposition
- ☐ Removal of architectural barriers
- ☐ Soft Costs ⓘ

What length of time does this tiered review cover?

Select duration ▼

What is the maximum number of dwelling units or lots that will be addressed by this tiered review?

Save and Go Back Save and Continue

4. At this point, the process for completing your tiered review will vary depending on the level of review.
- Environmental Impact Statement – you will be routed next to the regular EIS screen, 1370.

1370 - Environmental Impact Statement (50/58)

Consult the following website about filing your EIS here:
<https://www.onecpd.info/environmental-review/environmental-impact-statements>

When you have completed your Final EIS, return to this screen to answer questions 1 and 2.

1. Were any **scoping meetings** held?

☐ Yes
☐ No

2. Enter the Record of Decision (ROD) date:

ⓘ

Save and Exit Save and Continue

- Environmental Assessments – you will be directed to Screen 1230 – EA Upload, where you must upload the completed Environmental Assessment. At this time, HUD does not have a recommended format for EA-level tiered reviews, so you should work with your HUD Field Environmental Officer to develop tiered EA reviews offline.

SETTING-UP A BROAD LEVEL TIERED REVIEW

1230 - Tiered Review: EA Upload (50/58)	Project Name: Tiered-Project-1
<p>Upload your completed Broad Level Review here:</p> <p>In the broad level review, identify and evaluate those issues ripe for decision and exclude those issues not relevant to the policy, program, or project under consideration. The broad review should also establish the policy, standard, or process to be followed in the site-specific review.</p> <p>The Broad Level Review should be completed and include a Finding of No Significant Impact (FONSI) or other determination as appropriate. If a Finding of Significant Impact (FOSI) was made, an Environmental Impact Statement (EIS) is required. Use the side menu to navigate to the Tiered Review: Level of Review screen and change the level of review to EIS.</p> <p>File Upload: <input type="button" value="File Upload"/></p>	
<input type="button" value="Save and Go Back"/>	<input type="button" value="Save and Continue"/>

- Categorically Excluded reviews – you will be directed to Screen 1251 – Tiered Review: Related Laws and Authorities. See the quick guide for completing a tiered categorically excluded review.