

HEROS – Adding a Site-Specific or Tier 2 Review

Welcome to the HUD Environmental Review Online System e-Tutorial. This is one in a series of video tutorials on completing an environmental review through HEROS. This video will show you how to add a site-specific or Tier 2 review to a broad level or Tier 1 review.

HEROS does not walk Users through the site-specific analysis, so these reviews should be completed outside the system. Once a site-specific review is complete, it should be uploaded to HEROS as part of the broad level review.

From the My Tiered Review Dashboards click the radio button next to the desired project name and then click <View or Add a site-specific review> at the bottom of the screen. Doing so will bring you to Screen 1240 – Site-Specific Reviews. You can also access this screen using the side menu within a broad level tiered review.

From this screen you can view or modify existing site-specific reviews for the selected Tier 1 review and add new site-specific reviews. To add a new site-specific review, first enter the name and address of the site-specific project. Select the <Validate Address> button so that HUD can geocode the site. Attach the completed review using the <Upload> button. The completed review may be uploaded as one or multiple documents.

To add additional site-specific reviews, click <Add>. Be sure to save the information for each site-specific review before leaving the screen.

If your broad level review has been archived and you would like to update the archived document with your new site specific reviews, press <Save and continue> to go to screen 6600. Otherwise, click <Save and Exit> to return to the My Tiered Reviews dashboard.

On screen 6600 you can click Archive to update your review with the new site-specific information on OneCPD. You can then exit the review by clicking “My Environmental Reviews” or “My Tiered Reviews” or <Finish>.

Thank you for your participation. This concludes the e-Tutorial on adding a Tier 2 or site-specific review. For additional tutorials and resources go to the OneCPD Resource Library.