

HEROS – Completing a Categorically Excluded Broad-Level or Tier 1 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 complete a categorically excluded broad level tiered review.

For a categorically excluded tiered review you will have selected Categorically 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 1251 - Related Laws and Authorities.

On Screen 1251 – Related Laws & Authorities, indicate whether compliance was achieved for each law and authority. Select “Yes” if compliance has been achieved in the broad level review. If further review at a site-specific or tier 2 level is needed, check “No.”

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

If you select “No,” or if you do not make a selection, the law or 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>.

Screen 1252 - Written Strategy displays all the laws and authorities where compliance could not be evaluated at the broad level as you indicated on the previous screen. For each, explain the policy or process you will follow in the site-specific review to determine compliance.

You can move freely between Screens 1251 and 1252 using the navigation buttons on the bottom of the screen. At the bottom of Screen 1252, you should upload all supporting documents, including a site-specific format or checklist, if any, by clicking <File Upload.>

When finished, select <Save and Continue> to proceed to the next screen.

If the <Save and Continue> button is grayed out, that means that one or more required fields in screens 1251 or 1252 has not been completed. Review both screens and confirm that all fields are complete before continuing.

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

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.

If you decide that the review remains categorically excluded, then the next screen will allow you to preview your review. Refer to the video on packaging the review to learn about the next screen. Refer to the video on Site Specific Reviews to learn about entering information for your site-specific or tier 2 reviews.

Thank you for your participation. This concludes the e-Tutorial on completing a broad level tiered, categorically excluded review. For additional tutorials and resources go to the OneCPD Resource Library.