

## HEROS – Setting up a Broad-Level or Tier 1 Review

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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 set up a broad level tiered review. You may also know call this type of review as “Tier 1” or “Programmatic” review.

To start, view, or edit tiered reviews press <Go to tiered reviews> from the My Environmental Reviews Dashboard. This will take you to the My Tiered Reviews Dashboard, which is similar to the My Environmental Reviews Dashboard. Click <Start a New Broad-Level or Tier 1 review>.

You will be prompted to indicate if the review is a Part 50 or Part 58 review. Select the appropriate Part and click <Save and Continue>.

Then you are taken to Screen 1105 - Initial Screen. You will enter information for the Tier 1 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.

On the next screen, you must indicate the level of review required by the scope of the project. In Screen 1210 - Tiered Review: Level of Review, you will use the dropdown list to select Categorically Excluded, Environmental Assessment, or Environmental Impact Statement.

If the review is Categorically Excluded, you must check the applicable citation or citations in the list provided on Screen 1210. Click <Save and Continue> after selecting the level of review.

Screen 1220 – Project Summary requires Users to enter information summarizing the project and outlining the scope and intent of the broad-level review. Provide a project description. Enter information on the approximate geographic area that the project covers, and respond to questions on the scope of the review. Press <Save and Continue> after completing this screen. At this point, the process for completing your tiered review will vary depending on the level of review.

If you are completing an Environmental Impact Statement, you will be routed next to the regular EIS screen, 1370.

For Categorically Excluded reviews, see the video on setting up a tiered categorically excluded review.

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

Once you are ready to preview and complete the review, refer to the videos on packaging and completing environmental reviews. The video on site specific reviews will show you how to add site-specific or tier 2 reviews to your broad level or tier 1 review.

Thank you for your participation. This concludes the e-Tutorial on setting up a tiered review. For additional tutorials and resources go to the OneCPD Resource Library.