

HUD Region IX Instructions for completing the Request for Release of Funds and Certification - HUD form 7015.15

Part 1. Program Description and Request for Release of Funds and Certification (completed by Responsible Entity)

Block 1. Program Title(s): Enter the HUD program name - e.g., Community Development Block Grant, HOME, Supportive Housing, Shelter Plus Care, Section 8 Project Based Rental Assistance, Housing Opportunities for Persons with AIDS, etc.

Block 2. HUD/State Identification Number: Enter the HUD grant number under which the proposed activity will be funded, e.g., B-10-MC-20-0100.

Block 3. Recipient Identification Number: No entry required; the Responsible Entity may use this for internal filing purposes, for example a number that corresponds to the activity's Environmental Review Record.

Block 4. OMB Catalog Number(s): Enter the designated OMB number from the Catalog of Federal Domestic Assistance that corresponds to the HUD program. Examples include:
CFDA No. 14.218, Community Development Block Grant (CDBG)
CFDA No. 14.219, Community Development Block Grant (CDBG) State/Small Cities
CFDA No. 14.235, Supportive Housing Program (SHP)
CDFA No. 14.239, HOME
CFDA No. 14.247, Self-Help Homeownership Opportunity Program (SHOP)
CDFA No. 14.251, Economic Development Initiative (EDI)-Special Projects
The OMB Catalog is available on line at <http://www.cfda.gov>
(Click "By Agency," then "Housing and Urban Development" to obtain HUD Programs listing).

Block 5. Name and Address of Responsible Entity: Enter the name and address of the unit of local government or State agency/department responsible for the environmental review under Part 58.

Block 6. For Information about this request, Contact (name & phone number): Enter the name of the person to contact concerning completion of this form, HUD-7015.15, and/or the environmental review.

Block 7. Name and Address of Recipient (if different than responsible entity): If applicable, enter the name of the organization (e.g., non-profit, for-profit, housing authority) directly receiving HUD grant funds.

Block 8. HUD or State Agency and Office Unit to Receive Request: Enter the name and address of the HUD Program or State Agency to whom form HUD-7015.15 will be submitted.

ARIZONA

Phoenix Field Office CPD projects
Office of Community Planning and Development
One N. Central Avenue
Suite 600
Phoenix, AZ 85004

Los Angeles Field Office PIH projects
Director, Office of Public Housing
611 W. Sixth Street
Suite 801
Los Angeles, CA 90017

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CALIFORNIA/ NEVADA CPD AND PIH PROJECTS

San Francisco Regional Office

Director, Office of Community Planning and Development
or Director, Office of Public Housing
600 Harrison St. 3rd Floor
San Francisco, CA 94107-1300

Los Angeles Field Office

Director, Office of Community Planning and Development
or Director, Office of Public Housing
611 W. Sixth Street
Suite 801
Los Angeles, CA 90017

HAWAII CPD and PIH projects

Honolulu Field Office

Director, Office of Community Planning and Development
or Director, Office of Public Housing
Honolulu Field Office
1132 Bishop Street, Suite 1400
Honolulu, HI 96813

Jurisdiction: Hawaii, American Samoa, the Commonwealth of the Northern Mariana Islands and Guam.

Block 9. Program Activity/Project Name: Enter the name of the activity/project for which the request for release of funds is being submitted. Examples: Activities in the 2010 Action Plan; Construction of Maple Woods Apartments; Renovation of XYZ Community Center.

Block 10. Location (Street address, City, County, and State): Enter the address of the project. If an address is not available, describe using common language directions, e.g., NW corner of intersection of Main Street and Elm Avenue, Polk City, Missouri, Jackson County, not just the tract number.

Block 11. Program Activity/Project Description: Enter a clear, complete and concise description of the project to which this form pertains. Include all aggregate project activities, including non-HUD funded portions. Example: Acquisition of 10-acre parcel and construction of a 2-story residential building, to provide (10) 3-bedroom and (20) 2-bedroom apartments, for a total of 30 residential units for the elderly, plus 30 parking spaces and 10 bicycle stalls, 3,000 square foot community dining facility, walking paths and outdoor recreational area.

Part 2. Environmental Certification (to be completed by Responsible Entity)

Item 3: Check either the first or second box. The second box is usually checked.

Signature of Certifying Officer of the Responsible Entity:

After the end of the required public comment period, the Certifying Officer signs his/her name, title, and date. The Certifying Official is the chief elected official of the government (local, tribal, or state). The

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chief elected official or legislative body of the responsible entity may authorize the Certifying Officer's legal responsibility to reside with another official of the RE. HUD requires documentation that the substituted official has been delegated these responsibilities by the chief elected official or by resolution of the legislative body of the jurisdiction, that the substitute official has the authority to consent to federal court jurisdiction and to bind the RE to satisfy any judgment entered in federal court relating to the RE's performance of environmental responsibilities under 24 CFR Part 58 and as set forth in Items 1 through 8 in Part 2 of the RROF.

If the Responsible Entity is also the grant Recipient, the completed form HUD-7015.15, and a copy of all posted or published environmental Notice(s), including floodplain management notices, as applicable, is then submitted to the appropriate HUD (or State, if applicable) Office Division Director.

Part 3. To be completed when the Recipient is not the Responsible Entity

If the Responsible Entity is not the same as the grant Recipient, form HUD-7015.15 must be transmitted to the Recipient, with copies of the completed, signed Environmental Review Record and the posted or published environmental Notices.

Signature of Authorized Officer of the Recipient:

The "Authorized Officer" of the Recipient signs and dates the HUD-7015.15, then submits the completed form HUD-7015.15, along with a copy of the posted or published public Notice(s), to the appropriate HUD (or State, if applicable) Office Division Director. The Recipient retains the copy of the Environmental Review Record and a copy of the HUD 7015.15 for its official project file.

NOTE: By signing form HUD-7015.15, the Recipient agrees to implement any special environmental conditions resulting from the environmental review prepared by the Responsible Entity and to notify the Responsible Entity of any proposed change in scope of the project or any change or discoveries in environmental conditions.

A fillable PDF of the RROF form may also be accessed at <http://portal.hud.gov/hudportal/documents/huddoc?id=7015-15.pdf>

TIPS for filling out the form.

Here are some tips that will help responsible entities and grant recipients avoid submission errors that could delay the release of funds (aka, environmental approval):

- Only use this current official OMB-approved form, HUD-7015.15, not obsolete versions, and follow the attached instructions for its completion.
- Accurately describe the location of the project (Box 10). If the project location will not fit in Box 10, include the location in the project description area (Box 11).
- Provide a comprehensive, accurate and finite project description (Box 11), including the maximum realistic scope and magnitude of proposed activities. Do not forget to include in the description all HUD and non-HUD funded activities that logically comprise the project. Clearly describe the physical project, not necessarily the justification, social implications of the project or need for the project.
- Ensure that the Certifying Official does not sign the RROF until after the expiration of the public comment period and after any comments have been addressed, as appropriate.

Following these procedures should aid the release of funds, prevent delays and enable the projects to start on schedule.