

HEROS Completing the Request for Release of Funds and Certification – Form 7015.15

Welcome to the HEROS How-To Video series. This video will show you how to use HEROS to complete the Request for Release of Funds and Certification, or form 7015.15.

HEROS allows Responsible Entities to complete and certify their environmental reviews online. This screen fulfills the legal requirements for submitting the 7015.15 and helps HUD track when the 7015.15s are submitted.

The 7015.15 can be submitted to HUD using HEROS in two ways. The first option is to upload a 7015.15 that was signed by the Certifying Officer outside the system. The second option is for the Certifying Officer to complete the 7015.15 certification within HEROS.

The first option, which is the most common choice for Responsible Entities, is for form 7015.15 to be signed by the Certifying Officer outside of HEROS and uploaded on the screen. To complete the screen using this option, you will first be required to upload the public notice for the environmental review. Then, select that the Certifying Officer completed a paper 7015.15. You will then be prompted to upload the signed 7015.15, and enter the date the 7015.15 was signed by the Certifying Officer. If there is a Part 3 signature by a recipient, the date the recipient signed also needs to be entered on the screen. Select “Save and Continue” at the bottom of the screen before assigning the review to HUD to submit the 7015.15.

The second option is for form 7015.15 to be certified within HEROS by the Certifying Officer. To complete the screen using this option, you will also first be required to upload the public notice. Then, select that the Certifying Officer will certify the review in HEROS. Confirm the information in Part 1, which auto-populates from the Initial and Project Summary Screen, is correct. If you are a Certifying Officer, complete the Part 2 Environmental Certifications. Make sure to respond to the checkboxes and radio buttons. Enter your name and title, and select the date you are certifying the screen. If the recipient is not the Responsible Entity, the Authorized Officer for that partner organization will complete the Part 3 Environmental Certifications. For certifications within the system, only users with the Sign 7015.15 privilege can sign Part 2 if they are RE staff, or Part 3 if they are a partner organization working with the RE as a recipient. Select “Save and Continue” at the bottom of the screen before assigning the review to HUD. You will see this red text at the bottom of the screen to remind you to assign the review in order to submit form 7015.15.

After selecting “Save and Continue” at the bottom of the 7015.15 screen, users will be taken to the 7015.16 screen. This screen can only be edited by HUD and Responsible Entity users will not be able to make changes to this screen. Select “Assign Review” from the side menu on the top left of the screen. On the assign review screen, enter the first and/or last name of the HUD user to whom you want to submit the 7015.15. Select the appropriate user and make sure their information is highlighted in dark grey. Be sure that the person you are assigning the review to

is your local field office contact, and that their user role is "HUD". Also be sure to select the checkbox indicating that this assignment is the official submission of the 7015.15 to HUD. Enter comments in the textbox indicating that you are submitting the Request for Release of Funds and press the Assign button. Both the assignor and assignee will receive email notifications. It is a good idea to give your local HUD field office contact a call to make sure they aren't on vacation and to let them know they will be receiving an RROF in HEROS.

For more information on using the assign feature to assign the review to HUD, please view the How-To video on the HEROS Assign Feature.

Thank you for watching this HEROS how to video. For more information on using HEROS, please visit the HEROS page on the HUD Exchange.