

REQUEST FOR RELEASE OF FUNDS and CERTIFICATION (FORM HUD-7015.15) (INSTRUCTIONS)

Instructions for Completing the Request for Release of Funds and Certification [Form HUD-7015.15]

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

Block 1. Program Title: Enter the HUD program name - e.g., Community Development Block Grant (CDBG), HOME, etc.

Block 2. HUD/State Identification Number: Enter the HUD grant number under which the proposed activity will be funded, e.g., B15-DC-55-0001. See Attachment C of UGLG's Grant Agreement (Federal Award Identification Number).

Block 3. Recipient Identification Number: Enter UGLG's Grant Agreement number.

Block 4. OMB Catalog Number(s): Enter designated Catalog of Federal Domestic Assistance letters/numbers obtained from Attachment C of the UGLG's Grant Agreement - e.g., **CFDA 14.228, CDBG Program.**

Block 5. Name and Address of Responsible Entity: Enter the name and address of the unit of government or the State Agency/Department responsible for the environmental review of the activity(ies)/project(s). It may be the same as the grant recipient implementing the project.

Block 6. For information about this request, Contact (name & phone number): Enter the name and phone number of the person to contact concerning this form HUD-7015.15 and the environmental review(s) for the activity(ies)/project(s) listed on this form.

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 Office (including the unit within that Office if known) or State Agency to whom form HUD-7015.15 will be submitted. **For the DOA DEHCR Environmental Desk, enter:**

Department of Energy, Housing and Community Resources
P.O. Box 7970
Madison, WI 53707-7970
ATTN: DEHCR Environmental Desk

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 location of the activity/project.

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.

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

Item 4: Check either the first or second box. The second box is usually checked.

Signature of Certifying Officer of the Responsible Entity:

The Certifying Officer signs his/her name, including title, and the date signed. The Certifying Officer is usually the chief elected official for the responsible entity/jurisdiction (UGLG) in which the project is located, or his/her designee. The Certifying Officer is attesting to the responsible entity's compliance with HUD's environmental review procedures (24 CFR Part 58) as set forth in points 1 through 8 in Part 2 of the form HUD-7015.15.

If the responsible entity is also the grant recipient, the completed form HUD-7015.15, along with a copy of the posted or published environmental notice(s), is/are submitted to the appropriate HUD Office. If the responsible entity is not also the grant recipient, the form HUD-7015.15 is then transmitted to the grant recipient, in accordance with 24 CFR 58.71(b), along with a copy of the completed signed and dated Environmental Review Record (ERR), and the posted or published environmental notice(s).

Include the Certifying Officer's title, address and the date the form was signed.

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.

The *recipient* receives the completed form HUD-7015.15 from the *responsible entity*. It is to be signed and dated by the “Authorized Officer” of the recipient. The recipient then submits the completed form HUD-7015.15 along with a copy of the posted or published public Notice(s) to the appropriate HUD Office. The recipient maintains the copy of the ERR in its official program/project file, as applicable.

HUD NOTE: The recipient, by signing form HUD-7015.15, agrees to implement any special environmental conditions resulting from the environmental review prepared by the responsible entity. The recipient also agrees to notify the responsible entity of any proposed change in scope of the project or any change in environmental conditions. It also agrees not to implement any of those changes without a prior concurrence from the responsible entity and, if deemed necessary by the responsible entity, a supplemental formal release of funds from HUD.

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, expired versions will be returned with a request to use the current form, follow the instructions for completion. The most current form can be downloaded from: [7015.15.pdf](#)
- Accurately describe the location of the project (Box 10), may be street address or description of boundaries. 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), include 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 activities, 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 comments, if any, have been addressed, as appropriate.

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