

Welcome to the HEROS How to video series. This video will cover how HUD staff prepare and approve the Authority to Use Grant Funds - HUD Form 7015.16 in HEROS.

HUD does not take any action on the 7015.16 until the 7015.15 is submitted to the HUD field office by the Responsible Entity. HUD field staff are notified when the 7015.15 is submitted via email notifications from the system. HUD staff only receive the 7015.15 for Categorically Excluded Subject to 58.5, Environmental Assessments and Environmental Impact Statement levels of review. HUD does not process the 7015.15 for Exempt or Categorically Excluded NOT subject to levels of reviews.

The 7015.16 process on the HUD side begins when the RE submits the 7015.15 electronically via HEROS to the local field office. Next the HUD field office reviews the 7015.15 and the required public notice. The 7015.16 is prepared by HUD staff.

When the objection period expires the 7015.16 is certified by the HUD authorizing official. The review is marked complete and then assigned back to the Responsible Entity. When the 7015.15 is submitted via HEROS, HUD staff will receive a system generated email.

The email includes the following information the name of the project, the location of the project, the name of the person who submitted the 7015.15, and comments provided by that person.

From this email, you can click on the Dashboard hyperlink link to log into HEROS. Enter your H number, and LAN password. Be sure to click the check box to agree with the Terms of Service. When you login you'll be taken directly to the "My Environmental Reviews" Dashboard. If you do not see the name of the review that has been assigned to you, click on "Go to Tiered Reviews" this will take you to the Tiered Review Dashboard

My Tiered Reviews Dashboard is labeled on the top of the screen. You can return back to the My Environmental Review Dashboard using the menu along the top of the screen. In this case our review is not tiered and is located on the My environmental reviews dashboard. When you've located the review that has submitted the 7015.15, select the radial button to the left of the project name and then click on the edit 7015.16 Authority to Use Grant Funds button on the bottom of the dashboard.

First you'll be taken to the 7015.16 screen, using the side menu you can access the 7015.15 screen. Now we'll discuss how to review the 7015.15 screen. The 7015.15 can be submitted in one of two ways in HEROS. The RE user can upload a completed and signed 7015.15 on to the screen or CLICK the Certifying Officer can certify the review in the system.

The most popular way is for an RE preparer to upload the signed 7015.15 on the screen. For more information about how an RE completes the 7015.15 and submits it to HUD you can watch the Completing the Request for Release of Funds and Certification How to Video.

First I will walk through a scenario where the RE preparer has uploaded a signed 7015.15 in HEROS. On the 7015.15 screen you'll find the uploaded documentation as hyperlinks. By clicking on the blue links it will open the document in another internet window. Click - At the very top the public notice is uploaded by the RE user. Click - The RE user has also uploaded the RROF using the second upload button the RE user has selected the date the 7015.15 was signed by the Certifying Officer Click - and if there is a non-RE recipient for the project that date is entered in part 3. By clicking on the hyperlink the uploaded documents will open in another internet window.

Here's the public notice, be sure to check the notification for required information and dates. The uploaded 7015.15 also opens in another internet window. Check the date of the form used at the top right of the form should not be expired. Review the 7015.15 for required information such as project name, contact information, location and project description. On the second page of the 7015.15 you'll find the certifications by the Certifying Officer or their designee under Part 2. Be sure that the 7015.15 is signed and dated.

When the 7015.15 is certified in HEROS, the screen will look like the following. the public notice will be found in the same place at the top of the screen. As you scroll down the screen you'll see that it is the same as the 7015.15 with information filled in from the system – Part 1 contains project information. The name of the RE, contact information and if there is a non-RE recipient their information as well as the location and project description. Part 2 is certified by the Certifying Officer in the system – and dated.

If there is any missing information in regards to the 7015.15 submission, follow-up with the RE outside of HEROS. You will have to assign the review back to them, so they can provide any missing documentation. Once you have finished your review of the 7015.15 click "continue" to access the 7015.16 screen.

Now we'll walk through how the 7015.16 is prepared. There are two different privileges for HUD users on the 7015.16 screen. Those that can prepare the screen – they can upload objections and select the date the 7015.15 was submitted. And those who can approve the screen – they can authorize the screen, enter their name title and date. This is usually someone at the Director or Program Manager level. If you believe there is an issue with your privileges on the 7015.16 screen please reach out to the HEROS team.

Here is the screen before the preparer edits the screen, note that the contact information, copy to, HUD ID and project description are already filled out by the system. This is based on information entered in the environmental review by the RE user. For the person preparing the 7015.16, you'll be able to answer – were any objections received to releasing the funds question at the top of the screen. and select the date the 7015.15 was submitted. Once everything is prepared, select save and continue at the bottom of the screen before assigning the review to the 7015.16 approver.

Note, if any objections were received they should be brought to the attention of the RE outside of HEROS to be resolved. If you are unable to edit anything on the screen make sure you selected "Edit 7015.16 on the dashboard". For the person preparing the 7015.16, you'll be able to answer – were any objections received to releasing the funds question at the top of the screen. and select the date the 7015.15 was submitted. Once everything is prepared, select save and continue at the bottom of the screen before assigning the review to the 7015.16 approver. Note, if any objections were received they should be brought to the attention of the RE outside of HEROS to be resolved.

If you are unable to edit anything on the screen make sure you selected "Edit 7015.16 on the dashboard".

On the assign review screen, you can search for the HUD approver using the search fields on the top of the screen. (Click, click) Make sure that their name is highlighted before selecting Assign click. After pressing the assign button the preparer and the approver will receive a system generated email from

HEROS. The approver is notified that they need to take an action when the 7015.16 is assigned to them by the HUD preparer. The approver should only approve the 7015.16 after the objection period expires. For the person who is approving the 7015.16 you will use the link in the email to access HEROS and the information in the beginning of this video to locate the review.

On the bottom of the 7015.16 screen you will select the checkbox for objections being considered, enter their name, enter their title, and enter the date the 7015.16 is approved. Finally you will select save and continue to save the screen. Next the you can mark the review complete in HEROS.

After selecting save and continue you will be taken to the Complete and Archive Review screen. Here you can archive and mark the review complete before assigning the review back to the RE.

The last step is assigning the review back to the RE to let them know the 7015.16 has been approved. On the assign review screen select the name of the person from the RE who submitted the 7015.15 to HUD. They should be the last person on the list with the Role "responsible entity" make sure their name is highlighted in grey, you can enter comments in the comment box and select "assign". You and the person you assign the review to will receive a system generated email.

So, what does this look like for the records of the RE? HEROS generates an Environmental Review Record that is posted on the HUD Exchange for 1 year for non-tiered reviews and 5 years for tiered reviews. Note the reviews remain in the system for a longer period of time. On the second page, there is a section for approval documents this includes public notice, the date the Certifying Officer certified the 7015.15 and the date the Authorizing officer certified the 7015.16.

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