

HEROS



QUICK GUIDE



# QUICK GUIDE

## Completing RROF/AUGF for Part 58 Reviews

*2019*





# WHAT ARE HEROS QUICK GUIDES?

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The HEROS Quick Guides are intended to provide a brief summary of specific actions within HEROS. For complete guidance and screen by screen instruction, review the HEROS User Guide.

## COMPLETING FORM 7015.15

The HUD Environmental Review Online System (HEROS) allows Responsible Entities (REs) to complete and certify their environmental reviews online. The Request for Release of Funds (RROF) screen, 7015.15, can be submitted to HUD using HEROS two ways. The first option is for the paper form of the 7015.15 to be signed by the Certifying Officer outside of HEROS and uploaded to HEROS (Option A). The second option is for the 7015.15 to be certified within HEROS by the Certifying Officer (Option B). Both options can be submitted to HUD using the Assign Review feature in HEROS.

### Option A [preferred]: Environmental Review preparer uploads the signed 7015.15

#### Step 1: Upload public notifications and select how the screen will be completed

Once the Notice of Intent – Request for Release of Funds (***NOI-RROF***) screen is completed in HEROS, users will be able to navigate to the ***7015.15*** screen. From the 7015.15 screen, users can upload public notifications. Indicate that the Certifying Officer completed a paper 7015.15.

#### Step 2: Complete the screen

You will then be prompted to upload the signed 7015.15 and enter the date the 7015.15 was signed by the Certifying Officer. Select “Save and Continue” at the bottom of the screen before assigning the review to HUD to submit the 7015.15.

See screenshot below:

## RROF/AUGF FOR PART 58 REVIEWS

7015.15 - Request for Release of Funds and Certification	Project Name: CEST-Project-Test
<p>The following screen can be completed one of two ways. The first option is for form 7015.15 to be signed by the Certifying Officer outside of HEROS and uploaded on the screen. The second option is for form 7015.15 to be certified within HEROS by the Certifying Officer by completing this screen. Both options can be submitted to HUD using the assigned feature at the bottom of this screen. Form 7015.15 is not submitted to HUD until it is assigned to a staff member at the HUD local field office.</p>	
<p>* Upload the notice to the public in accordance with 24 CFR 58.70 here:</p>	
<p>Upload Public Notice.docx ❌</p>	
<p>Indicate whether the Certifying Officer completed the 7015.15 on paper or whether they will be certifying the review in HEROS:</p>	
<p><input checked="" type="radio"/> The Certifying Officer completed a paper 7015.15</p> <p><input type="radio"/> The Certifying Officer will certify the review in HEROS</p>	
<p>Upload the signed 7015.15 here:</p>	
<p>Upload Signed 7015.15.pdf ❌</p>	
<p>* Enter date the uploaded 7015.15 was signed by the Certifying Officer: <input type="text" value="3/6/19"/></p>	
<p>If Part 3 was signed by the Authorizing Officer of the recipient, enter the date Part 3 was signed: <input type="text"/></p>	
<p><u>Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)</u></p>	
<p>Submitting the 7015.15 to HUD</p> <p>HUD's objection period begins after HUD receives the RROF.</p> <p>Note: HUD will assume the validity of the RROF and Certification and approve these documents after the expiration of the 15-day period unless it has knowledge that these documents are insufficient or inaccurate or it receives valid objections. (See 24 CFR § 58.72) If after approving a certification and RROF, HUD learns of a violation of 24 CFR § 58.22 or another applicable environmental authority, HUD shall impose appropriate remedies and sanctions at that time. HUD's ability to review documents through HEROS creates no new obligations on HUD to verify the accuracy of the documents created using this system prior to approving the certification and RROF.</p> <p><b>To submit form 7015.15 to HUD, select Assign Review in the side menu. Assign the review to the HUD contact as directed by your local HUD office. Be sure to check the box indicating that you are submitting form 7015.15. This checkbox is the official indicator that the 7015.15 was submitted to HUD.</b></p> <p><b>You are strongly encouraged to follow up with your HUD contact by phone or email to confirm that your submission was received.</b></p>	
<p>Go Back</p>	<p>Save and Continue </p>

### Step 3: Assign the Review to your HUD local Field Office

See "Assigning Reviews" Quick Guide for detailed instructions on how to assign a review to another HEROS user

## Option B: The Certifying Officer completes the review in HEROS

Note: The Certifying Officer must have HEROS access to complete this option

**Step 1: Upload public notifications and select how the screen will be completed**

Once the ***NOI-RROF screen*** is completed in HEROS, users will be able to navigate to the ***7015.15 screen***. From the 7015.15 screen users can upload public notifications. Indicate that the Certifying Officer will certify the review in HEROS.

**Step 2: Certifying Officer completes the screen**

Confirm the information in Part 1 is correct; this information automatically populates from the **Initial and Project Summary Screens**. Complete the Part 2 Environmental Certifications, enter your name and title, and select the date you are certifying the screen. Select “Save and Continue” at the bottom of the screen before assigning the review to HUD to submit the 7015.15.

See screenshots below:

# RROF/AUGF FOR PART 58 REVIEWS

7015.15 - Request for Release of Funds and Certification	Project Name: CEST-Project-Test
<p>The following screen can be completed one of two ways. The first option is for form 7015.15 to be signed by the Certifying Officer outside of HEROS and uploaded on the screen. The second option is for form 7015.15 to be certified within HEROS by the Certifying Officer by completing this screen. Both options can be submitted to HUD using the assigned feature at the bottom of this screen. Form 7015.15 is not submitted to HUD until it is assigned to a staff member at the HUD local field office.</p> <p><b>* Upload the notice to the public in accordance with 24 CFR 58.70 here:</b></p> <div style="display: flex; align-items: center; margin-bottom: 10px;"><div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">Upload</div><div style="font-size: 2em; color: blue; margin-left: 10px;">←</div></div> <p>Public Notice.docx <span style="color: red; font-weight: bold;">✘</span></p> <p><b>Indicate whether the Certifying Officer completed the 7015.15 on paper or whether they will be certifying the review in HEROS:</b></p> <p><input type="radio"/> The Certifying Officer completed a paper 7015.15</p> <p><input checked="" type="radio"/> The Certifying Officer will certify the review in HEROS <span style="font-size: 2em; color: blue; margin-left: 10px;">←</span></p> <hr/> <p>This screen is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"><p><b>Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)</b></p><p>1. Program Title(s):</p><div style="border: 1px solid #ccc; padding: 5px; min-height: 40px; margin-bottom: 10px;">Community Development Block Grants (CDBG) (Entitlement)</div><p>2. HUD/State Identification Number: <input style="width: 400px;" type="text" value="159"/></p><p>3. Recipient Identification Number (optional): <input style="width: 150px;" type="text"/></p><p>4. OMB Catalog Number(s) : <input checked="" type="radio"/> <input style="width: 150px;" type="text"/></p><p>5. Name and address of Responsible Entity:</p><div style="border: 1px solid #ccc; padding: 5px; min-height: 40px; margin-bottom: 10px;">CHESTER COUNTY GOVERNMENT SERVICES CENTER 601 WESTTOWN ROAD, SUITE 240 WEST CHESTER Pennsylvania</div><p>6. For information about this request, contact:</p><p>Name: <input style="width: 150px;" type="text" value="Sherry"/></p><p>Phone number: <input style="width: 150px;" type="text" value="(000) 000-0000"/></p><p>7. Name and address of recipient (if different than responsible entity):</p><div style="border: 1px solid #ccc; height: 20px; margin-top: 5px;"></div></div>	

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

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal  
 did  did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity Name of Certifying Officer of the Responsible Entity.

Name of Certifying Officer:

Title of Certifying Officer:

Date:

Address of Certifying Officer:

CHESTER COUNTY  
GOVERNMENT SERVICES CENTER  
601 WESTTOWN ROAD, SUITE 240  
WEST CHESTER  
Pennsylvania  
19382-

## RROF/AUGF FOR PART 58 REVIEWS

### Submitting the 7015.15 to HUD

HUD's objection period begins after HUD receives the RROF.

Note: HUD will assume the validity of the RROF and Certification and approve these documents after the expiration of the 15-day period unless it has knowledge that these documents are insufficient or inaccurate or it receives valid objections. (See 24 CFR § 58.72) If after approving a certification and RROF, HUD learns of a violation of 24 CFR § 58.22 or another applicable environmental authority, HUD shall impose appropriate remedies and sanctions at that time. HUD's ability to review documents through HEROS creates no new obligations on HUD to verify the accuracy of the documents created using this system prior to approving the certification and RROF.

**To submit form 7015.15 to HUD, select Assign Review in the side menu. Assign the review to the HUD contact as directed by your local HUD office. Be sure to check the box indicating that you are submitting form 7015.15. This checkbox is the official indicator that the 7015.15 was submitted to HUD.**

**You are strongly encouraged to follow up with your HUD contact by phone or email to confirm that your submission was received.**

Go Back

Save and Continue



### Step 3: Assign the Review to your HUD local Field Office

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