



**U.S. Department of Housing and Urban Development**  
Great Plains Regional Office, HUD Region VII  
400 State Avenue, Room 200  
Kansas City, Kansas 66101-2406  
Tel: (913) 551-5818; Fax: (913) 551-5499

**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 (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 Moderate Rehabilitation Single Room Occupancy, 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, like 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)
- CFDA No. 14.239, HOME
- CFDA No. 14.247, Self-Help Homeownership Opportunity Program (SHOP)
- CFDA 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 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. Addresses for Community Planning and Development (CPD) Program Offices in HUD Region VII are:

- Kansas and Western Missouri:
  - Director, Office of Community Planning and Development
  - U.S. Department of Housing & Urban Development
  - 400 State Avenue, Room 200
  - Kansas City, Kansas 66101-2406
- Eastern Missouri:
  - Director, Office of Community Planning and Development
  - U.S. Department of Housing & Urban Development
  - 1222 Spruce Street
  - St. Louis, Missouri 63103-2836

- Nebraska and Iowa:  
Director, Office of Community Planning and Development  
U.S. Department of Housing & Urban Development  
1616 Capitol Avenue, Suite 329  
Omaha, Nebraska 68102-4908

**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. 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.

**Block 11. Program Activity/Project Description:** Enter a clear, complete and concise description of the activity/project to which this form pertains. Include all project activities, including non-HUD funded actions. 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 related parking, walking path 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 the date. The Certifying Official is the chief elected official of the government (local, tribal, or state). The 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 if the other official is acceptable. For purposes of being authorized to carry out this responsibility, HUD requires that the substituted official provide evidence, in the form of a formal delegation by the chief elected official or resolution by the legislative body of the RE, that the substituted official has the authority to consent on behalf of the chief elected official 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 grant Recipient, form HUD-7015.15 must be transmitted by the Responsible Entity to the Recipient, with a copy of the completed, signed and dated 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 for its official project file.

**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 and to notify the Responsible Entity of any proposed change in scope of the project or any change in environmental conditions.