

# Request for Release of Funds (RROF)

## Instructions for the RROF Form

INSTRUCTIONS FOR COMPLETING  
FORM HUD - 7015.15 (9-92)  
REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION

### BLOCK 1 Program Title and OMB Catalog Number

The Office of Management and Budget (OMB) issues an annual Catalog of Federal Domestic Assistance. Each program has a code number. The following is a list of programs with their respective catalog numbers. (For the numbers of other programs see application materials.)

PROGRAMS	CATALOG NUMBER
Community Development Block Grant Programs/ Entitlement Grants .....	14.218
Community Development Block Grant/State Program .....	14.228
CDBG/Secretary's Discretionary Grant/Special Projects	14.232
Emergency Shelter Grant Program .....	14.231
HOME Investments Partnership Program .....	14.239
Housing Opportunities for Persons With AIDS .....	14.241
John Heinz Neighborhood Development Program .....	14.242
Rental Rehabilitation Program .....	14.230
Section 8 Moderate Rehabilitation SRO .....	14.856
Shelter Plus Care .....	14.238
Supportive Housing Program .....	14.235
Supportive Housing Demonstration Programs .....	14.178
Urban Development Action Grant Program .....	14.221

Grantee environmental review responsibilities are defined in 24 CFR Part 58, Environmental Review Procedures for Recipients Assuming HUD Responsibilities.

A Request for Release of Funds is required for activities found to be categorically excluded from the National Environmental Policy Act (NEPA) but requiring compliance with one or more of the related federal laws and authorities listed at § 58.5 and for those activities requiring either an Environmental Assessment or an Environmental Impact Statement (EIS) under NEPA requirements.

Some activities (for example, administrative costs or tenant-based rental assistance) do not require a Request for Release of Funds. These are defined in Parts 58.6, 58.34, and 58.35(c).

### BLOCK 2 HUD/State Identification Number

Each grant has an individual identification number. An example would be:

B-94-MC-25-0001

This number is coded as follows:

B	94	MC	25	0001
Block Grant Program	Fiscal Year	Metropolitan City	State Number	Unique grant or Grantee number

The initial capital letter always identifies the program; B is used for the Community Development Block Grant Program, S for Emergency Shelter Grants, M for HOME Program, etc.

BLOCK 3 Recipient Identification Number

Some localities use their own identification number. If the grantee does not have such a system, this space may be left blank.

BLOCK 4 Name and Address of Recipient

Self explanatory. The grantee uses its own name and address.

BLOCK 5 For information on this Request, Contact:

Give the name and telephone number of the person that HUD is to contact if further information or clarification is needed.

BLOCK 6 Date of Latest Assistance Action

Application submission - List the date the original grant application was submitted to HUD.

Preliminary Approval - List the date the application received preliminary approval. (This date is not appropriate for all programs. It is particularly applicable to the UDAG program.)

Grant Agreement - Give the date that HUD executed the Grant Agreement document.

BLOCK 7 Date of this Request

Insert the date that the grantee proposes to mail, FAX, or hand deliver the RROF to HUD. (If sent by FAX, original documents, including the Certifying Officer's signature, must be subsequently mailed or hand delivered.)

BLOCK 8 HUD Office to Receive Request

Requests to HUD should be sent to Director, Community Planning and Development, Department of Housing and Urban Development, Address, City, State, Zip Code where the HUD office is located.

BLOCK 9 Program Activity/Project Name

Some grantees apply names to various activities. Some activities are identified by geographic names given to target areas. Examples might be:

Goodfellow Neighborhood Community Center  
Housing Rehabilitation - Westside Area

Street Paving - Fourth Ward

BLOCK 10                    Location (Street Address, City, County, State)

Some activities may have a specific street address--for example, the Goodfellow Center (above). Other activities may not have a street address. RROFs submitted by the lead agency of a Consortium should list the cities or towns where an activity is located. (If this block doesn't allow sufficient space for detailed locations of all activities or projects included in the Request for Release of Funds, give this information in Block 11.)

BLOCK 11                    Program Activity/Project Description

The Request for the Release of Funds may be for a single activity, a group of activities, or all of the activities of the grantee's annual program. (For grantees having multiple activities it may be necessary to add additional sheets for this block.) If any activity is to receive multi-year funding, state this on the Request for Release of Funds. Submissions from Consortia must identify activities by each grantee.

If an activity is not identified as a multi-year project on the Release of Funds, it will be necessary to obtain a Release of Funds on an annual basis.

The description of the program activity may be briefer than in the published Notice, but it must be consistent with the public Notice.

Part 2 Environmental Certification

Item 5 Be sure to check one of the boxes to certify that the project did or did not require an EIS (Environmental Impact Statement.)

Item 6 Be sure to submit a copy of the Notice as published in a local newspaper. When cut from the newspaper, the date of the publication should show and may not be separated from the notice and pasted or taped on the copy.

Activities determined to be categorically excluded (from NEPA) require publication of a Notice of Intent to Request a Release of Funds (NOIRROF). Activities needing an Environmental Assessment (under NEPA) require publication of a Finding of No Significant Impact (FONSI) and a NOIRROF. These may be published separately (the FONSI first, the RROF later) if, for example, the grantee seeks extensive public comment on a controversial project. In most instances grantees are encouraged to publish a combined FONSI and NOIRROF to reduce publication costs. (Publication on weekdays is recommended because many newspapers increase publication rates on Saturday and Sunday.)

A Notice may include a mix of categorically excluded and Environmental Assessment activities but should identify the projects for which a FONSI as well as a NOIRROF is being published.

Item 7 Table of statutory and regulatory time periods.

The local comment period for a RROF Notice is 7 calendar days. The comment period for a FONSI Notice is 15 calendar days. The comment period for a combined notice is also 15 calendar days.

The date of publication is not included in the comment period. For example, if a combined notice is published on Monday, August 5, the comment period starts at 12.01 a.m., on Tuesday, August 6. The comment period of 15 days expires at 12:00 midnight on August 20. The RROF may not be submitted to HUD until August 21 at the earliest.

In estimating the submission date allow ample mail time for HUD to receive the request. Mail arriving on Saturday or Sunday will not be delivered to HUD until Monday. A holiday may also delay receipt.

The date HUD receives the RROF is not included in the statutory 15-day objection period. (For example, if HUD receives the RROF on August 21, the objection period begins August 22 and extends through September 5. Assuming that no objections delay the release of funds by HUD, September 6 is the earliest date the grantee may obligate or expend funds.)

Under "Other (specify)", include other required notices such as the "Early Public Review" and the "Findings and Public Explanation" required for compliance with Executive Order 11988 or 11990. (The Early Public Review has a 15 day comment period, and the Public Explanation Notice has a seven day comment period.)

The need to prepare an EIS is rare in these grant programs. Activities to be undertaken at the conclusion of an EIS require publication of a NOIRROF and a seven day comment period before submission to HUD.

Signature of the Certifying Officer

The submitted form must bear an original signature of the grantee's Certifying Officer--in most instances a mayor, city manager, governor, or state cabinet officer.

**Please e-mail the HUD Environmental Officer  
with your environmental questions.**