

Sent Via Email

From: Charleston, Steve
Sent: Wednesday, October 07, 2009 8:01 AM
To: CDBG Administrators
Subject: FW: RROF/Cert Form Clarification

The following information is being sent as a helpful reminder for submission of environmental review documents and record preparation.



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From: Gaskill, Brian
Sent: Thursday, October 01, 2009 11:14 AM
Subject: RROF/Cert Form Clarification

Please send this information to any and all grantees that are completing an environmental review.

Thanks

Brian Gaskill
Housing Specialist
Community & Rural Development Division
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This email serves as a follow up to the instructions for completing the RROF/Certification [7015.15] form when it is appropriate within the environmental review process.

24 CFR 58.71(a) notes that "...The RROF and certification must be in a form specified by HUD..."

The RROF/Certification form example in the CDBG Manual (Attachment 4), the HOME Manual (Attachment 4), or the NAHTF Manual, is not the form specified by HUD but only serves as an example of what the RROF/Certification form would look when it is accessed from the HUD.gov website.

The Official HUD RROF/Certification [7015.15] must be used. A failure to use the official HUD form will require the recipient to resubmit the RROF/Certification form using the official form.

The HUD website contains either a pdf or Word doc file with the RROF/Certification form.

The pdf version of the RROF/Certification form can be obtained using the following link. The link may be selected by clicking on it or may be copied and pasted into your internet browser.

<http://www.hud.gov/offices/adm/hudclips/forms/files/7015-15.pdf>

The Word version of the RROF/Certification form can be obtained using the following link. The link may be selected by clicking on it or may be copied and pasted into your internet browser.

<http://www.hud.gov/offices/adm/hudclips/forms/files/7015-15.doc>

Once you access the RROF/Certification form from the HUD website, use the instructions below to assist you in completing the form. Instructions are provided for CDBG, HOME, NSP, and TCAP projects. Note that prior to completing the form it will be necessary to determine whether or not the Responsible Entity is a unit of local government or a non-profit.

The RE Certifying Officer will have to sign the RROF/Certification form. For units of local government, the Mayor would sign the form. For non-profits, Lara Huskey, CRD Director, from the Nebraska Department of Economic Development would sign the form.

For further information review the CDBG or HOME Manuals on the DED Website.

Instructions for CDBG Projects

Part I:

1. **Program Title:** Enter "CDBG Program"
2. **HUD/State Identification Number:** Enter the DED grant number designated for your project.
3. **Recipient Identification Number:** Leave this section blank.
4. **OMB Catalog Number:** Enter "CFDA 14.228".
5. **Name and address of Responsible Entity:** Enter the address of the Responsible Entity (RE).
6. **For Information about this request:** Enter the name and telephone number of the person to contact concerning this form and the environmental review for the activities/project listed on this form if further information or clarification is needed.
7. **Name and Address of Recipient (if different than responsible entity):** Leave this section blank.
8. **HUD or State Agency to receive request:** Enter "Nebraska Department of Economic Development, P O Box 94666, Lincoln, NE 68509".
9. **Program Activity/Project Name:** Enter the activity(ies)/project name(s) for which this form is submitted.
10. **Location:** Enter the location(s) of the activity/project. Include the Street address, City, County, and State.

11. Program Activity/Project Description: Provide a complete description of the project similar to the one provided in the Determination of Level of Review. Include all activities within the project, regardless of funding source. This could include any infrastructure that is being developed in conjunction with a DED funded activity.

Part 2: Environmental Certification, Item 3: Check either “did” or “did not” require an EIS.

Signature of Certifying Officer: For CDBG projects, have the RE Certifying Officer sign the document, provide the RE’s Title and address.

Part 3: Do not complete this section.

Instructions for HOME Projects:

Part I:

1. **Program Title:** Enter “HOME Program”

2. **HUD/State Identification Number:** For HOME projects, when the non-governmental entity is the recipient of DED funds, enter “M-09-SG-31-0100” for 2009 funded projects. For HOME projects in previous or subsequent years enter “M-##-SG-31-0100” with the ## being replaced with the corresponding grant funding year.

3. **Recipient Identification Number:** For HOME projects enter the DED grant number designated for your project.

4. **OMB Catalog Number:** For HOME projects enter “CFDA 14.239”.

5. **Name and address of Responsible Entity:** For HOME projects, when the non-governmental entity is the recipient of DED funds, enter “Nebraska Department of Economic Development, PO Box 94666, Lincoln, NE 68509-4666”.

6. **For Information about this request:** Enter the name and telephone number of the person to contact concerning this form HUD-7015.15 and the environmental review(s) for the activities/project listed on this form if further information or clarification is needed.

7. **Name and Address of Recipient (if different than responsible entity):** Enter the name and address of nongovernmental entity receiving grant funds from DED.

8. **HUD or State Agency to receive request:** For HOME projects to non-governmental entities, enter “US Dept of HUD, Zorinsky Federal Bldg, 1616 Capitol Ave, Suite 329, Omaha, NE 68102-4908”.

9. **Program Activity/Project Name:** enter the activities/project name(s) for which this form is submitted.

10. **Location:** enter the location(s) of the activity/project. Include the Street address, City, County, and State.

11. **Program Activity/Project Description:** Provide a complete description of the project similar to the one provided in the Determination of Level of Review. Include all activities within the project, regardless of funding source. This could include any infrastructure that is being developed in conjunction with a DED funded activity.

Part 2: Environmental Certification, Item 3: Check either “did” or “did not” require an EIS.

Signature of Certifying Officer: For HOME projects, the signature must be blank because the Certifying Officer RE is the DED CRD Director who must sign this RROF/Cert Form. Provide this Director’s name and title in the “Title of Certifying Officer Section” and the Address of the Certifying Officer “Nebraska Dept of Economic Development, PO Boxes 94666, Lincoln, NE 68509”.

Part 3: Do not complete this section.

Instructions for NSP Projects where the unit of local government is the RE

Part I:

1. **Program Title:** Enter “NSP Program”

2. **HUD/State Identification Number:** Enter the DED grant number designated for your project.

3. **Recipient Identification Number:** Leave this section blank.

4. **OMB Catalog Number:** Enter “CFDA 14.256”.
 5. **Name and address of Responsible Entity:** Enter the address of the Responsible Entity (RE).
 6. **For Information about this request:** Enter the name and telephone number of the person to contact concerning this form and the environmental review for the activities/project listed on this form if further information or clarification is needed.
 7. **Name and Address of Recipient (if different than responsible entity):** Leave this section blank.
 8. **HUD or State Agency to receive request:** Enter “Nebraska Department of Economic Development, P O Box 94666, Lincoln, NE 68509”.
 9. **Program Activity/Project Name:** Enter the activity(ies)/project name(s) for which this form is submitted.
 10. **Location:** Enter the location(s) of the activity/project. Include the Street address, City, County, and State.
 11. **Program Activity/Project Description:** Provide a complete description of the project similar to the one provided in the Determination of Level of Review. Include all activities within the project, regardless of funding source. This could include any infrastructure that is being developed in conjunction with a DED funded activity.
- Part 2: Environmental Certification, Item 3:** Check either “did” or “did not” require an EIS.
- Signature of Certifying Officer:** For NSP projects, have the RE Certifying Officer sign the document and provide the RE’s Title and address.
- Part 3:** Do not complete this section.

Instructions for NSP Projects for non-profits when DED is the RE

Part I:

1. **Program Title:** Enter “NSP Program”
 2. **HUD/State Identification Number:** For NSP projects, when the non-governmental entity is the recipient of DED funds, enter “M-09-SG-31-0100” for 2009 funded projects. For NSP projects in previous or subsequent years enter “M-##-SG-31-0100” with the ## being replaced with the corresponding grant funding year.
 3. **Recipient Identification Number:** For NSP projects enter the DED grant number designated for your project.
 4. **OMB Catalog Number:** For NSP projects enter “CFDA 14.256”.
 5. **Name and address of Responsible Entity:** For NSP projects, when the non-governmental entity is the recipient of DED funds, enter “Nebraska Department of Economic Development, PO Box 94666, Lincoln, NE 68509-4666”.
 6. **For Information about this request:** Enter the name and telephone number of the person to contact concerning this form HUD-7015.15 and the environmental review(s) for the activities/project listed on this form if further information or clarification is needed.
 7. **Name and Address of Recipient (if different than responsible entity):** Enter the name and address of nongovernmental entity receiving grant funds from DED.
 8. **HUD or State Agency to receive request:** For NSP projects to non-governmental entities, enter “US Dept of HUD, Zorinsky Federal Bldg, 1616 Capitol Ave, Suite 329, Omaha, NE 68102-4908”.
 9. **Program Activity/Project Name:** enter the activities/project name(s) for which this form is submitted.
 10. **Location:** enter the location(s) of the activity/project. Include the Street address, City, County, and State.
 11. **Program Activity/Project Description:** Provide a complete description of the project similar to the one provided in the Determination of Level of Review. Include all activities within the project, regardless of funding source. This could include any infrastructure that is being developed in conjunction with a DED funded activity.
- Part 2: Environmental Certification, Item 3:** Check either “did” or “did not” require an EIS.
- Signature of Certifying Officer:** For NSP projects, the signature must be blank because the Certifying Officer RE is the DED CRD Director who must sign this RROF/Cert Form. Provide this Director’s name and title in the “Title of Certifying Officer Section” and the Address of the Certifying Officer “Nebraska Dept of Economic Development, PO Box 94666, Lincoln, NE 68509”.

Part 3: Do not complete this section.

Instructions for TCAP Projects for non-profits when DED is the RE

Part I:

1. **Program Title:** Enter "TCAP Program"

2. **HUD/State Identification Number:** For TCAP projects, when the non-governmental entity is the recipient of DED funds, enter "M-09-SG-31-0100" for 2009 funded projects. For TCAP projects in previous or subsequent years enter "M-##-SG-31-0100" with the ## being replaced with the corresponding grant funding year.

3. **Recipient Identification Number:** For TCAP projects enter the DED grant number designated for your project.

4. **OMB Catalog Number:** For NSP projects enter "CFDA 14.258".

5. **Name and address of Responsible Entity:** For TCAP projects, when the non-governmental entity is the recipient of DED funds, enter "Nebraska Department of Economic Development, PO Box 94666, Lincoln, NE 68509-4666".

6. **For Information about this request:** Enter the name and telephone number of the person to contact concerning this form HUD-7015.15 and the environmental review(s) for the activities/project listed on this form if further information or clarification is needed.

7. **Name and Address of Recipient (if different than responsible entity):** Enter the name and address of nongovernmental entity receiving grant funds from DED.

8. **HUD or State Agency to receive request:** For TCAP projects to non-governmental entities, enter "US Dept of HUD, Zorinsky Federal Bldg, 1616 Capitol Ave, Suite 329, Omaha, NE 68102-4908".

9. **Program Activity/Project Name:** enter the activities/project name(s) for which this form is submitted.

10. **Location:** enter the location(s) of the activity/project. Include the Street address, City, County, and State.

11. **Program Activity/Project Description:** Provide a complete description of the project similar to the one provided in the Determination of Level of Review. Include all activities within the project, regardless of funding source. This could include any infrastructure that is being developed in conjunction with a DED funded activity.

Part 2: Environmental Certification, Item 3: Check either "did" or "did not" require an EIS.

Signature of Certifying Officer: For TCAP projects, the signature must be blank because the Certifying Officer RE is the DED CRD Director who must sign this RROF/Cert Form. Provide this Director's name and title in the "Title of Certifying Officer Section" and the Address of the Certifying Officer "Nebraska Dept of Economic Development, PO Box 94666, Lincoln, NE 68509".

Part 3: Do not complete this section.