

**Instructions for Publishing a Combined Finding of No Significant Impact (FONSI) and
Notice of Intent Request to Release of Funds Notice (NOI/RROF) for Non-Profits/For Profits/ and
Public Housing Authorities**

Publish the FONSI NOI/RROF in a local newspaper for 1 day and begin the fifteen (15) day comment period after the publication date using the timetable below as reference. Remember the following:

- Step 1. Tiering instructions: If tiering, be sure you included the tiering plan in the notice.
- Step 2. The last day of the public comment period must be a day when the Contract Administrator is open for business.
- Step 3. The Contract Administrator must consider the comments and make modifications, if appropriate, in response to the comments, before it completes its environmental certification and before submitting a RROF. The Contract Administrator must consider public written comments received on or before the last day of comment period before requesting the RROF from TDHCA.
- Step 4. After the fifteen (15) day comment period, the Contract Administrator prepares the RROF and Certification (HUD Form 7015.15) (Attachment S). The Certifying Officer (Mayor or County Judge) cannot sign the RROF nor can it be sent to TDHCA before the end of the comment period. The Contract Administrator must not submit the RROF to TDHCA until comments have been considered.
- Step 5. The Contract Administrator may fax the signed RROF and the FONSI NOI/RROF (with affidavit if applicable) to TDHCA the day after the NOI/RROF comment period to expedite the clearance process but must mail the originals to TDHCA.

Timetable for a Publishing a FONS NOI/RROF

- Day 1 The Contract Administrator publishes the FONSI NOI/RROF in the local newspaper once and notifies other interested parties
- Day 2 First day of fifteen (15) day comment period.
- Day 16 Last day of fifteen (15) day comment period.
Note: The Contract Administrator must consider all remarks received previous to the end of the comment period before requesting the RROF from TDHCA. The process may be delayed if there are comments that have to be addressed.
- Day 17 The Contract Administrator faxes and mails RROF and Certification (HUD Form 7015.15) (Attachment S) and the FONSI NOI/RROF (original tear sheet from the newspaper with date) to TDHCA. The HUD Form 7015.15 cannot be signed or dated prior to Day 17. A notarized affidavit indicating the date of publication must be submitted with the tear sheet if the date is not shown on it.
- Day 17 TDHCA receives Fax
- Day 18 TDHCA receives the RROF and Certification (HUD Form 7015.15) (Attachment S) and FONSI NOI/RROF documents and begins the review process.
- Day 19 TDHCA begins the first day of TDHCA's fifteen (15) day objection period
- Day 33 Last day of TDHCA fifteen (15) day objection period.
- Day 34 TDHCA reviews any objections to its release of fund and will approve or disapprove the NOI/RROF. If approved, TD Authority to Use Grant Funds (HUD 7015.16) (Attachment U) and the Contract Administrator may begin expending project funds. If disapproved, TDHCA will instruct the Contract Administrator on how to correct.