

**Instructions for Posting a Notice of Intent to Request Release of Funds (NOI/RROF)  
for Cities and Counties**

The Notice must be prominently displayed in public buildings, such as the local Post Office, and within the project area, or in accordance with procedures established as part of the citizen participation process.

Post the NOI/RROF in several public buildings (Post Office, Court House, and Library) for ten (10) days and take comments during the ten day period. Follow the instructions and use the timetable below as a reference.

- 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 ten (10) day comment period, the Contract Administrator prepares the RROF (HUD Form 7015.15) (Attachment S). The Certifying Officer (Mayor or County Judge) cannot sign the RROF nor send it 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 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 Posted NOI/RROF

- Day 1 The Contract Administrator will post the NOI/RROF in several public places (Post Office, County Court House, Library) in accordance with 24 CFR 58.43..
- Day 2 First day of ten (10) day comment period.
- Day 11 Last day of ten (10) day comment period.  
  
Note: the Contract Administrator must consider all remarks received previous to the end of the comment period and make modifications, if appropriate, in response to the comments, before requesting the RROF from TDHCA.
- Day 12 Contract Administrator faxes and mails the RROF and Certification (HUD Form 7015.15) (Attachment S) and NOI/RROF posting to TDHCA. The HUD 7015.15 cannot be signed prior to Day 12. A notarized affidavit must be submitted with the posted NOI/RROF confirming the dates when it was posted and removed.
- Day 12 TDHCA receives the NOI/RROF posting documents, RROF and Certification (HUD Form 7015.15) (Attachment S), and begins the review process,
- Day 13 First day of TDHCA fifteen (15) day objection period,
- Day 27 Last day of TDHCA fifteen (15) day objection period,
- Day 28 TDHCA reviews any objections to its release of fund and approves or disapproves the NOI/RROF. If approved, TDHCA will issue the 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.

\*\* Note: TDHCA will contact the Contract Administrator's consultant when appropriate.