

Instructions for Publishing a Notice of Intent to Request Release of Funds (NOI/RROF) for Nonprofits, For Profits, and Public Housing Authorities

Publish in a local newspaper the NOI/RROF once and begin the seven (7) day comment period after the publication date using the timetable below as reference. The Notice cannot be published before the NOI/RROF is submitted to TDHCA and TDHCA has approved the Notice for publishing.

- Step 1. Tiering instructions: If tiering, be sure to include 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. TDHCA will consider the comments and make modifications, if appropriate, in response to the comments, before it completes its environmental certification and before the Contract Administrator can submit a RROF. TDHCA will consider public written comments received on or before the last day of comment period.
- Step 4. After the seven (7) day comment period, TDHCA prepares the R RROF (HUD Form 7015.15) (Attachment S). The TDHCA Certifying Officer will not sign the RROF nor send it to HUD before the end of the comment period. TDHCA will not submit the RROF to HUD until comments have been considered.
- Step 5. TDHCA will fax the signed RROF and NOI/RROF (with affidavit if applicable) to HUD the day after the comment period to expedite the clearance process and will mail the originals to HUD.

Timetable for a Published NOI/RROF

- Day 1 Contract Administrator publishes the NOI/RROF in the local newspaper once in accordance with 24 CFR 58.43.
- Day 2 First day of seven (7) day comment period.
- Day 8 Last day of seven (7) day comment period.

Note: TDHCA will consider all remarks received up to and including the last day comment period and make modifications, if appropriate before processing the RROF and Certification (HUD Form 7015.15) (Attachment S). The process may be delayed if there are comments that have to be addressed by the RE.
- Day 9 Contract Administrator faxes and mails the NOI/RROF and the original tear sheet from the newspaper (with date) to TDHCA. A notarized affidavit with the date of publication must be submitted with the tear sheet if the date is not shown.
- Day 10 TDHCA receives reviews and approves the NOI/RROF and support documents. TDHCA prepares the RROF and Certification (HUD Form 7015.15) (Attachment S).
- Day 11 TDHCA faxes the RROF Certification (HUD Form 7015.15) (Attachment S) with the NOI/RROF documents to HUD. TDHCA will not fax the RROF to HUD before Day 11. TDHCA will mail the originals to HUD.
- Day 12 First day of HUD fifteen (15) day objection period.
- Day 26 Last day of HUD fifteen (15) day objection period.
- Day 27 HUD forwards all objections to the RROF to TDHCA and will approve or disapprove the NOI/RROF after objections are managed by TDHCA. TDHCA must consider the comments and make modifications, if appropriate, in response to the comments, before it completes its environmental certification and before the recipient submits its RROF. If approved, HUD will issue the Authority to Use Grant Funds (HUD 7015.16) (Attachment U) and notify the Contract Administrator and TDHCA. The Contract Administrator may begin expending project funds. If disapproved, HUD will notify TDHCA about the deficiencies.