

INSTRUCTIONS FOR COMPLETING THE REQUEST FOR RELEASE OF FUNDS & CERTIFICATION FORM (RROF&C)

A fillable PDF version of the request for release of funds & certification form is found at

[RROF/C HUD PORTAL](#)

IMPORTANT:

1. The Request for Release of Funds and Certification (RROF/C) must be submitted to DED timely after the local comment period expires for the Notice of Intent To Request Release of Funds (NOI) or the Combined Notice, whichever is applicable to the level of review required for your project. If too much time elapses between the time the comment period expires and the time you submit the RROF/C, you may be required to re-publish.
2. The original form must be on one page – front and back – not on two separate pages.
3. Do **NOT** indicate an exact amount for project costs on this form!
4. The form must be typed, not hand written.

PART 1 – PROGRAM DESCRIPTION AND REQUEST FOR RELEASE OF FUNDS

Box 1 – Program Title(s): Community Development Block Grant (CDBG)

Box 2 – HUD/State Identification Number: For projects that have been awarded funding, indicate the CDBG assigned project number (Ex. 2011-PF-01). For proposed projects, leave this area blank.

Box 3 – Recipient Identification Number: No entry is required. However, the Grantee may use this space for internal filing purposes.

Box 4 – OMB Catalog Number(s): **The State CDBG Program will always be “CFDA No. 14.228”**

Box 5 – Name & Address of the Responsible Entity: Name & address of the Grantee (city or county)

Box 6 – For Information about this request, contact name & telephone number: Enter the name of the person to contact concerning questions about this form and the environmental review for the project. This may be the grantee, but is commonly the person who completed the environmental review process.

Box 7 – Name & Address of Recipient (if different than responsible entity): This may be left blank as the grantee is the responsible entity and is indicated in Box 5.

Box 8 – HUD or State Agency and Office Unit to Receive Request: State of MO Department of Economic Development, CDBG Program

Box 9 – Program Activity/Project Name: Enter the name of the project/activity for which the request for release of funds is being submitted.

Box 10 – Location (Street address, city, county, & State): Enter the complete location of the project.

Box 11 – Program Activity/Project Description: Enter a complete description of all activities for which the form pertains.

PART 2 – ENVIRONMENTAL CERTIFICATION (TO BE COMPLETED BY RESPONSIBLE ENTITY)

No. 4 – Check one of the boxes. The second box is the box that is usually checked.

Signature of Certifying Officer & Responsible Entity – Insert the name of the Mayor or Presiding Commissioner, the chief elected official for the grantee. This should correspond with whomever signs the grant agreement, otherwise known as the Funding Approval. The Certifying Officer is attesting to the grantee’s compliance with HUD/CDBG environmental review procedures (24 CFR Part 58).

PART 3 – TO BE COMPLETED WHEN THE RECIPIENT IS NOT THE RESPONSIBLE ENTITY

Signature of Authorized Officer of the Recipient: For purposes of the CDBG program, this area does not apply, as the recipient and the responsible entity are one in the same.