

# Instructions for Completing the Request for Release of Funds and Certification (RROF/CERT) HUD Form 7015.15

**Part 1. Program Description and Request for Release of Funds (completed by Responsible Entity (RE)).** NOTE: if DED is the RE (HOME projects only), then DED will complete the RROF/CERT.

**Block 1. Program Title(s):** Enter the HUD program name - e.g., Community Development Block Grant, etc. (do not use acronyms such as CDBG).

**Block 2. HUD/State Identification Number:** Enter the HUD grant number under which the proposed activity will be funded, e.g., B-22-DC-31-0001.

This number comes from the Notice of Award (NOA). For Sodontown, their NOA included the following information (i.e., multiple years of possible funding):

[Grant#: B-15-DC-31-0001 (2015 Federal Fiscal Year)], [Grant#: B-16-DC-31-0001 (2016 Federal Fiscal Year)],  
[Grant#: B-17-DC-31-0001 (2017 Federal Fiscal Year)], [Grant#: B-18-DC-31-0001 (2018 Federal Fiscal Year)],  
[Grant#: B-19-DC-31-0001 (2019 Federal Fiscal Year)], [Grant#: B-20-DC-31-0001 (2020 Federal Fiscal Year)],  
[Grant#: B-21-DC-31-0001 (2021 Federal Fiscal Year)], [Grant#: B-22-DC-31-0001 (2022 Federal Fiscal Year)]

In this case, use only the most recent funding year - in this case, B-22-DC-31-0001.

**Block 3. Recipient Identification Number:** This is the CDBG grant number assigned by DED to the subrecipient (local unit of government). In this case, DED assigned the City of Sodontown the grant number 22PW022. This number will appear on the NOA and other forms of correspondence.

**Block 4.\* Assistance Listings (AL) Catalog Number(s):** Enter the designated AL number from the Assistance Listings Catalog found on SAM.gov website (AL) that corresponds to the HUD program. Examples include:

AL No. 14.228, Community Development Block Grant (CDBG) State/Small Cities

AL No. 14.239, HOME

*\*NOTE: The reference to OMB Catalog is not current. The Catalog of Federal Domestic Assistance (CFDA) Catalog name changed to the Assistance Listings (AL) Catalog.*

**Block 5. Name and Address of the RE:** Enter the name and address of the unit of local government or State agency/department responsible for the environmental review record (ERR). The RE may be, in some cases, a non-profit developer (HOME projects are an example).

**Block 6. For Information about this request, Contact (name & phone number):** Enter the name of person to contact concerning completion of this form, HUD-7015.15, and/or the environmental review. This can be the ERR preparer, Village/City Clerk, Village Chair/Mayor - i.e., whomever is most familiar with the project.

**Block 7. Name and Address of Recipient (if different than the RE):** Many times, this will be left blank. If applicable, enter the name of the organization (e.g., non-profit, for-profit, housing authority) directly receiving HUD grant funds.

**Block 8. HUD or State Agency and Office Unit to Receive Request:** Enter the DED information here.

Nebraska Department of Economic Development  
245 Fallbrook Blvd., Suite 002  
Lincoln, NE 68521

**Block 9. Program Activity/Project Name:** Enter the name of the activity/project for which the request for release of funds is being submitted. For example, “Sodtown Street Improvement Project” is sufficient.

**Block 10. Location (Street address, City, County, and State):** Enter the location of the activity/project (i.e., NOT the address of the Village or City offices). In the Sodtown example, there was not a specific address available and so the description of “The paving will occur on parts of Sodtown Road and 310<sup>th</sup> Road, Sodtown, Buffalo County, Nebraska” is sufficient. If it was for a community center, list the street address for the community center.

**Block 11. Program Activity/Project Description:** Enter a clear, complete and concise description of the activity/project to which this form pertains. Include all project activities, including non-HUD funded actions. Use an attachment if necessary. This should be the same project description used in your Determination of Level of Review (DLR).

## Part 2. Environmental Certification (to be completed by RE).

**Item 4:** Always remember to check the box that answers: “.....I have found that the proposal did  **did not**  **require** the preparation and dissemination of an environmental impact statement”. If first box is checked, this requires the preparation of an Environmental Impact Statement (EIS). If the second box checked, it confirms that an EIS **not** required. **DED does not fund projects that require an EIS.**

**Signature of Certifying Officer of the RE:** After the end of the required public comment period, the Certifying Officer signs his/her name, title, and the date. The Certifying Official is the chief elected official of the government (i.e., Village/County Chair or Mayor/Manager).

## Part 3. To be completed when the Recipient is not the RE (not common with CDBG Program).

If the RE is not the grant Recipient, form HUD-7015.15 must be transmitted by the RE to the Recipient, with a copy of the completed, signed and dated Environmental Review Record and the posted or published environmental Notices.

**Signature of Authorized Officer of the Recipient:**

The “Authorized Officer” of the Recipient signs and dates the HUD-7015.15, then submits the completed form HUD-7015.15 along with a copy of the posted or published public Notice(s) to the appropriate HUD (or State, if applicable) Office Division Director. The Recipient retains the copy of the Environmental Review Record for its official project file.

Please note that the Recipient, by signing form HUD-7015.15, agrees to implement any special environmental conditions resulting from the environmental review prepared by the RE and to notify the RE of any proposed change in scope of the project or any change in environmental conditions.

# Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development  
Office of Community Planning and Development

OMB No. 2506-0087  
(exp. 08/31/2023)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

## Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) Community Development Block Grant	2. HUD/State Identification Number B-22-DC-31-0001	3. Recipient Identification Number (optional) 22PW022
4. OMB Catalog Number(s) Assistance Listing 14.228	5. Name and address of responsible entity The City of Sodtown, 319 North Pole Blvd., Sodtown, NE 68869	
6. For information about this request, contact (name & phone number) Yukon Cornelius 308.452.3163	7. Name and address of recipient (if different than responsible entity)	
8. HUD or State Agency and office unit to receive request Nebraska Dept. of Economic Development 245 Fallbrook Boulevard Suite 002  Lincoln, NE 68521		
<b>The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following</b>		
9. Program Activity(ies)/Project Name(s) Sodtown Street Improvement Project	10. Location (Street address, city, county, State) The paving will occur on parts of Sodtown Road and 310th Road, Sodtown, Buffalo County, Nebraska	

11. Program Activity/Project Description

See the attachment for a complete project description.

**Part 2. Environmental Certification** (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did  did not  require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity  Ignacious Thistlewhite  X	Title of Certifying Officer Mayor of Sodtown
	Date signed [Date of Signature]

Address of Certifying Officer  
319 North Pole Boulevard, Sodtown, Nebraska, 68869.

**Part 3. To be completed when the Recipient is not the Responsible Entity**

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient  Yukon Cornelius  X	Title of Authorized Officer
	Date signed

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

**HUD Form 7015.15 (Continued)**  
**City of Sodtown 22PW022**  
**Complete Project Description**

The City of Sodtown, Buffalo County, Nebraska (City) is preparing to implement a street improvement project within the municipal limits of the City. Two (2) streets will be improved: Sodtown Road and 310<sup>th</sup> Road, with the project beginning at the intersection of 295<sup>th</sup> Road and Sodtown Road, follows Sodtown Road, and ends at the intersection of 310<sup>th</sup> Road and Sioux Road (following 310<sup>th</sup> Road). The total project area covers a distance of approximately two (2) miles. These roads are owned and maintained by the City and are surrounded by a mix of commercial and residential usage. The streets are currently asphalt and have fallen into disrepair with severe deterioration and potholes.

Project activities include asphalt pavement installation which will include demolition and removal of the existing surface; grading and sloping; sub-base preparation and repair; installation of new asphalt and a final roll (which includes using a roller truck to ensure that the new asphalt pavement surface is compacted and smoothed). Roads will continue to be 22' wide (as they are currently) and asphalt will be 8" thick. Curb, gutter and intersections that are in poor condition will be replaced and sidewalk repairs (approximately 800 linear feet (LF)) will occur along 310<sup>th</sup> Road in compliance with the Americans with Disabilities Act (ADA).

Project impacts may include temporary road closures, noise and dust. Businesses, residents and emergency services will be notified of all road closures and will be routed to alleyways or other roads during construction. Project activities will take place during normal business hours.

Total project costs are estimated at \$1,000,000, including \$25,000 for general administration and \$10,000 for construction management. Funding sources include a Community Development Block Grant (CDBG) for \$435,000 and a match from the City of \$565,000. The project will primarily benefit low to moderate income (LMI) persons. Construction will be completed within two (2) years. No persons or businesses will be displaced as a result of the project activities.