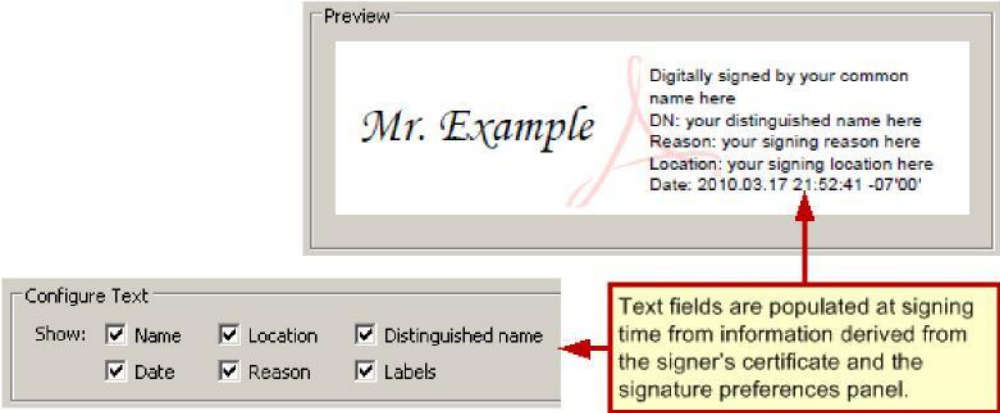


# Guidance for RROF and AUGF Signature and Certification Process During the COVID-19 National Emergency

During the National Emergency concerning the Novel Coronavirus Disease (COVID-19) Outbreak, HUD's Office of Environment and Energy (OEE) is temporarily allowing for flexibilities in the signature and certification process for the 7015.15 Request Release of Funds (RROF) and 7015.16 Authority to Use Grant Funds (AUGF) forms. RROF and AUGF forms submitted using the following guidelines will meet the legal obligations for environmental review purposes.

## Guidance for Responsible Entities (RE) Submitting 7015.15 Request for Release of Funds

- REs may continue to process the RROF as normal, either via U.S. mail if the environmental review record was completed on paper, or via HUD Environmental Review Online System (HEROS) if the environmental review record was completed in the system. Please notify your local HUD contact and HUD program office director (e.g. Office of Community Planning and Development (CPD) Director, Office of Public and Indian Housing (PIH) Director) via email if you plan to physically mail the RROF. RROFs uploaded to HEROS may be signed by the Certifying Officer via an e-signature (see instructions below).
- Alternatively, REs may submit the RROF to HUD via email\* with either:
  - If you have access to a printer and scanner (or scanner via smartphone app), a paper signature by the Certifying Officer on the emailed version of the RROF form; or
  - An e-signature by the Certifying Officer on a PDF version of the RROF form. [View instructions for creating an e-signature using Adobe Reader](#). REs may need to work with their local IT departments to create and implement an e-signature.
- The image below shows a sample digital signature box. The signature is on the left and on the right the following items are included: first and last name, reason for signing the document, the signing location, the date and the time.



\*Please coordinate with local HUD staff, including the HUD program office director (e.g. CPD Director, PIH Director), if you plan to submit RROFs via email.

## Guidance for HUD staff or State (acting as HUD) to issue 7015.16 Authority to Use Grant Funds

- HUD may process the AUGF as normal, either via U.S. mail where HUD received the RROF via U.S. mail, or via HEROS if HUD received the RROF in the system.
- Alternatively, HUD may issue the AUGF to the RE via email with either:
  - If you have access to a printer and scanner (or scanner app via smartphone), a paper signature by the HUD Authorizing Official on the emailed version of the AUGF form;
  - An e-signature by the HUD Authorizing Official on a PDF version of the AUGF form ([View instructions for creating an e-signature using Adobe Reader](#)); or
  - An email from the Authorizing Official's official HUD email address utilizing the email template below to approve the RROF.

### Sample Email Template for Authorizing Official's Approval

Dear (Name and Entity Name)

During the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, HUD is approving Request for Release of Funds via Authorization email. Please save this email for your records as proof of the Authorization to Use Grant Funds.

We received your Request for Release of Funds and Certification, form HUD-7015.15 on

Your Request was for HUD/State Identification Number

Project Description

All objections, if received, have been considered. And the minimum waiting period has transpired. You are hereby authorized to use funds provided to you under the above HUD/State Identification Number. File this form for proper record keeping, audit, and inspection purposes.

Date of Approval

Authorizing Official's signature block