

NSP1 ROF and PAY REQUEST PROCESSES

Note: Conduct preliminary review of environmental impact filters, complete statutory checklist, and confirm SHPO deemed NO IMPACT prior to making offer so ROF can be issued and Pay Request can be processed for check in time for closing.

Impact filters identifying property as NSP ineligible:

Noise Lead Flood Plain Historical Preservation

ROF: Release of Funds Letter

1. Award letter calls out required HUD Environmental
2. Complete Environmental Checklist: (site specific, use CDBG Guidebook!)
www.dola.state.co.us/dlg/fa/cdbq/cdbq_guidebook.html
Certifying Official signs
Grantee submits to Developer
Developer checks for accuracy / completeness
3. Developer submits environmental checklist to Tamra Hooper for review
4. Tamra Hooper completes ROF
(BACKUP: Brett Hillberry)
5. ROF letter sent
6. Asset Manager sends pay request instructions to grantee
Grantee can now request funds!

Pay Request

1. Grantee notifies Asset Manager pay request is coming
2. Grantee Submits Pay Request(s) and Backup Docs:
 - 3 originals with signatures from signatory authority
 - Use exact line items from contract
3. Asset Manager processes through accounting
4. Check returned to Asset Manager
5. Asset Manager sends check to grantee

Note: DOH can't wire funds! Grantees must confirm title company will accept warrants delivered in their name closing day.