

# Tips to Avoid Republication of RROF During COVID-19

HUD Program Offices report having to disapprove a substantial number of Requests for Release of Funds (RROFs) pending public notice republication because of not following COVID-19 guidance. **HUD's Office of Environment and Energy Guidance in Response to COVID-19 published March 23, 2020, is still in effect.** Two issues have been identified as leading to disapproval of RROFs: (1) failure to direct the public to send objections to HUD via email and (2) instructing the public to review the Environmental Review Record (ERR) at an office that is closed. In addition, RROFs not processed through HUD Environmental Review Online System (HEROS) must be sent to HUD via email. Details on each issue are provided below.

## Emailing Objections to HUD

HUD representatives must confirm that no objections have been received prior to approval of a RROF. HUD offices are operating under a maximum telework policy and HUD representatives are unable to access mail on a regular basis, if at all. In the public notice, Responsible Entities (REs) must list the appropriate HUD email address instead of a physical building address for the public to send objections. Failure to provide this email address may lead to a substantial delay in processing the RROF or disapproval. [View suggested language for the public notice.](#) View the [CPD Centralized Inboxes for Objections to RROF During COVID-19](#) for CPD email addresses by field office.

## Public Review of ERR

REs frequently direct the public to review the ERR at a municipal office, library, etc. If that facility is closed because of COVID-19, the public cannot review the ERR. Failure to provide the public an opportunity to review the ERR may lead to disapproval of the RROF. Alternatives include posting the ERR on a webpage or mailing the ERR to anyone who requests a copy. [View suggested language for the public notice.](#)

## Emailing RROF to HUD

HUD offices are operating under a maximum telework policy, and HUD representatives are unable to access mail on a regular basis, if at all. If the RROF is not processed through HEROS, the RROF must be submitted to HUD via email. Failure to provide the RROF by email may lead to a substantial delay in processing the RROF. View [Guidance for RROF and AUGF Signature and Certification Process](#) for further instructions.

If you have any questions, please [contact your HUD Program Office representative or Field Environmental Officer.](#)