

FORM 1-3 INSTRUCTIONS

REQUEST FOR RELEASE OF FUNDS AND CERTIFICATION

PART 1 - PROGRAM DESCRIPTION AND REQUEST FOR RELEASE OF FUNDS

Name of Recipient – Enter the Name of the Recipient

Project Number – Enter the OCR assigned project number

Recipient's Address – Enter the address of the Recipient (municipality)

Name and Address of Responsible Party – Enter the name and address of the entity responsible for the project if different from the Recipient.

For information about this request, contact – Enter the name and phone number of the person to be contacted for questions regarding the request for release of funds.

Date of Request/Certification – Enter the date the request is submitted to the OCR. Cannot be dated before the end of the comment period.

Release of Funds Date – Will be completed by OCR when funds have been released

Program Activity(ies)/Project Name(s) – Enter the name of the project and activities (i.e. Town-wide housing rehabilitation program)

Location – Enter the street address, city, county, and state where the project is located. For multiple addresses, provide the city, county, and state.

Program Activity/Project Description – Enter a description of the project including all activities to be undertaken.

PART 2- ENVIRONMENTAL CERTIFICATION

Check the appropriate box to identify whether an environmental impact statement was required or not.

Provide the signature, title, address, and date signed for the certifying officer. The date cannot be before the end of the comment period.

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

Complete only if the Recipient is not the entity responsible for undertaking the activities.