

Section 17 (c)
Preliminary Application Procedure

PRELIMINARY APPLICATION PROCEDURE

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The Preliminary Application is designed to minimize the overall time for review of your program as it relates to the direction and priorities of the Council on Intergovernmental Relations. The steps in filing the Preliminary Application are as follows.

STEP I:

The Chief Administrative Officer or Chief Elected Official of the applicant jurisdiction must submit to CIR two (2) copies of the Preliminary Application (Form CIR-01 attached). This submittal is a statement of intent and should be kept quite brief. It is recognized that the estimates and work program description included in the Preliminary Application are tentative in nature and will be subject to change or modification.

The Preliminary Application must be submitted to CIR by January 1st in order to be considered for funding from the 1970 Fiscal Year allocation by the Department of Housing and Urban Development. *lund*

Submittals not meeting the priorities will be returned immediately to the sender with an explanation. In this way, unsuccessful applicants will be notified at the earliest possible date. Jurisdictions which submit applications in accordance with priorities will also be notified and a meeting will be scheduled with a member of the CIR staff to discuss the 701 Program and application process. *==*

STEP II:

Simultaneously with filing the Preliminary Application, the applicant is required to notify, where appropriate, the State and regional or metropolitan clearinghouse. Procedures for these notices should be obtained from the clearinghouses. A directory of these clearinghouses is attached. *17 BPG*

After receipt by CIR of your program proposals, a specific request by CIR may be made for a new or updated reconnaissance survey of the applicant jurisdiction. Progress toward implementation of the housing element of the applicant's general plan must also be shown.

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Your program proposals should be brief. Work program descriptions and cost estimates submitted in your preliminary applications are tentative and may be changed as the CIR staff works with you on the drafting of final work program statements.

CIR looks forward to receiving your proposals. The CIR field representative for your area will be glad to answer any questions you have or to help in any way in preparation of your program proposals.


 FRANK FARGO
 Executive Secretary

- attachments: Preliminary Application Procedure
 Preliminary Application for Comprehensive
 Planning Assistance
 Clearinghouses