**Section 577.130 Notice of Application**

Prior to submitting a grant application, an applicant shall submit a Notice of Application (NOA) to the Department.

a) The NOA shall contain the following:

1) The name of the applicant;

2) The site of the proposed project where grant funds will be used;

3) A description of the project; and

4) The signature and contact information of an authorized official from the applicant.

b) After receipt, the Department will have 10 business days to determine if the NOA meets all requirements of this Section. If all requirements are not included, the Department will contact the applicant via certified mail and request a revised NOA.

c) The applicant will have 10 calendar days (from the date the applicant received the certified letter) to provide a revised NOA.

d) If a revised NOA fails to meet the requirements of this Section or if the applicant does not respond within the required time frame, the NOA will be deemed null and void.

e) Once a NOA has been submitted that meets all of the stated requirements, the Department will determine if the applicant is eligible to apply. The Department will contact the applicant with its determination.

f) If the Department notifies the applicant that it is eligible to apply, the applicant shall have 30 calendar days to submit an application. Applications received after the 30 calendar day time frame will not be processed.