Notice of this meeting has been sent to all public bodies to which funds were allocated on September 26, 1935 and to their engineers or architects.

The occasion for the meeting is to acquaint all interested parties with the necessity for unusual speed in placing projects under contract, and to discuss the procedure to be observed in accomplishing the same.

Under the President’s orders all projects for which allotments have been made must be ready for advertising on October 22d, and in order that there may be time for a review of the documents by the State Director before such advertising the State Director requests that plans and form of contract be submitted to this office on or before October 10th.

Each applicant will therefore be allowed seven (7) working days in which to prepare his contract documents, this leaving nine (9) working days for the staff of the State Director to examine them and secure any corrections required prior to his approval, which approval must be given before advertising is commenced. In view of the fact that documents and plans for more than 160 projects will have to be examined, it is apparent that the office of the State Director will be subjected to a most difficult task, and it is therefore requested that applicants prepare their documents and plans in as nearly a perfect condition as possible so as to insure clearance.

When September 5th was fixed by the State Director as the deadline for receiving applications for loans and/or grants in order that preliminary reports might be forwarded to the Administrator not later than September 7th, it was requested that applications be forwarded as much earlier as practicable. It appeared, however, that a very large percentage of the applicants were unable to prepare their applications until the very last minute, with the result that nearly 200 of a total of 472 applications were presented after September 4th, many of them being submitted even as late as September 7th. Through the efforts of an energetic and loyal staff, the preliminary reports upon all of the applications received, even as late as September 7th, were sent to the Administrator on schedule time.

Applicants may feel assured that every effort will be made in the office of the State Director to pass upon contract documents as required to permit of advertising on October 22d, but all are warned that failure to submit their documents in satisfactory form prior to October 10th may subject them to serious penalty.

There is no reason to anticipate an extension of the time fixed by the President for getting work under way, nor to expect permission to proceed
with contracts which cannot be completed before the close of 1936.

The allotments which have been announced will be followed by an offer of Federal funds, and in case the applicant is satisfied that he can meet legal and financial requirements, he should have no hesitancy in proceeding with the work of getting his project ready for the execution of the construction contract, with the anticipation that funds expended will be reimbursed by the Federal Government.

In case an applicant for funds is not fully qualified, steps should be taken at once to meet this requirement, and any disability of this character should be removed prior to December 15th in order that the offer of Federal aid may be accepted and the way cleared for the execution of a contract.

When the offer from the Federal Government is received it should be accepted as promptly as possible.

The requisition for an advance grant payment should be prepared at once in conformity with the instructions which have been furnished to each applicant. If all necessary steps to precede payment of the advance grant requisition have not been taken, it should nevertheless be prepared at once and filed with the State Director, who will forward it to the administrator to be acted upon as soon as all the formalities have been met and the way cleared for payment. The instructions set forth clearly the information required in the preparation of the advance grant requisition and should be strictly followed.

Steps should be taken immediately toward the preparation of the contract documents. To aid applicants and at the same time assist the staff of the State Director in clearing contracts expeditiously, a draft has been prepared of a suggested form of contract, in which there is set forth the essential clauses and headings for additional clauses. If this form is observed it will be of material assistance to the staff of the State Director in clearing such documents promptly. A draft is also being prepared of a complete form of contract for use by school districts, which form will probably be of assistance to applicants for other projects.

The plans and specifications, together with the form of contract, and the estimate of cost of the work to be undertaken at the outset, must be in the State Director's office on or before October 10th. Where contract plans have not already been completed for a project, it will probably be necessary to limit the work to be done at the outset to the submission of plans for only a portion of it. Applicants should not include in any contract provision for work which has not been thoroughly planned and for which specifications are not complete; otherwise confusion and delay will result, as well as a possibility of endangering the offer of Federal aid.

The staff of the State Director's office will lend every effort to assist applicants in meeting the President's requirements, and they will be available for advice concerning questions which may arise.
Leslie G. Halleran, Chief Engineer Examiner, will be in charge of the examination of plans and specifications. Edward Anderberg and Herman Herenor, Assistant Chief Engineer Examiners, will assist Mr. Halleran in his work.

Maxwell H. Tretter, in charge of the Legal Section, will be in charge of bond matters and proceedings incident to the Acceptances of Offers. He will be assisted by Maxwell H. Elliott, J.T. and Donald Agnew, who will be in charge of the examination of forms of construction contracts.

George N. Nolan, Executive Officer, will be available for information as to procedure. He will be assisted by Carl T. Washburn, Engineer Examiner, who will be in charge of requisition procedure.

Chief Finance Examiner Charles H. Stuart will assist in dealing with questions as to Finances.

ARTHUR S. TUTTLE
ACTING STATE DIRECTOR

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