Checklist for Appalachian Regional Commission Non-Construction Project Applications

This checklist is a guide to the information required for ARC project applications. Please list, in the column at left, the page number in your application where the required information can be found. Submit completed applications to your state ARC program office.

SECTION 1: PROJECT NARRATIVE

Formatting instructions: Use the headings below as headings for your project narrative. The suggested length of the narrative is 5-8 pages. Please number the pages.

1. Goals and Strategies

- List the primary ARC goal and the primary ARC objective the project will address (one goal and one objective only). See the *ARC Project Guidelines (page 2)* for a list of ARC goals and objectives.
- List the primary ARC state strategy the project will address. See your state's *ARC Strategy Statement* for a list of strategies.

2. Performance Measures & Benefits

- List the expected outputs and outcomes of the project. See the *Guide to ARC Project Performance Measures* for information on identifying outputs and outcomes.
- If your project has "jobs created," "jobs retained," or "leveraged private investment" as an outcome, attach letters documenting private-sector funding or job commitments, if available.
- Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area).

3. Project Description

- Provide a one-sentence statement that describes the primary purpose of the proposed project, proposed project activities, and the projected outcome. For example: "This project will provide training that helps workers obtain advanced manufacturing jobs and that meets the needs of local employers."
- Provide a detailed work plan, including a description of all major project activities (what will be done, who will complete each activity) and a timeline for starting and ending the project.
- Identify the counties where the activity will be based and the counties in the project's entire service area. If the project is not county-wide, identify the census tracts where the activity will be based and the census tracts in the project's entire service area.
- Attach maps to illustrate the project's service area.

4. Project Rationale

- Describe problems or opportunities the project will address and how these issues impact the community.
- Explain why the proposed activity is the most practical, cost-effective, and beneficial way to achieve the desired results when compared to alternative approaches.
- Provide evidence of local/regional demand for the proposed project (e.g., letters from key stakeholders, or customer data).
- Describe any partnerships or collaborations with other local community, state, regional, and federal partners in the development of the proposal.
- Explain how the proposed activity represents progress toward addressing a regional strategy, such as a comprehensive economic development strategy or a local visioning process.
- If the proposed project is a continuation or expansion of an ongoing program (whether or not the program received ARC funding), describe the program's outputs and outcomes to date, as well as other project milestones reached.

SECTION 1: PROJECT NARRATIVE, cont'd.

5. Project Sustainability and Grantee Capacity

- Briefly describe your capacity to undertake the proposed activity by describing previous experience with similar activity.
- Describe your experience in managing grants and your capability for managing federal awards.
- Describe the qualifications of key individuals who will manage and operate the project. Attach position descriptions or brief resumes of these individuals.
- Describe the qualifications of all consultants and subcontractors, if any, and describe the competitive procedures that will be used to select them.
- Explain how the project will achieve long-term sustainability once ARC support is no longer available. Include a description and timeline of efforts to secure other sources of support for future operations.

6. Executive Summary

- Provide a 2-page executive summary of project goals, purpose, measures, key activities, and rationale.

SECTION 2: BUDGET INFORMATION AND SUPPORTING MATERIALS

1. Detailed Budget & Budget Narrative

- Provide a detailed budget that lists the sources and uses of ARC funds and all non-ARC matching funds.
- Provide a budget narrative that includes a detailed explanation of expenditures by the line items listed on Standard Form 424A. Include purpose of travel and supply/equipment lists, and describe expenses in the 'other' line item, if applicable.
- If the budget includes personnel or contractual expenses (cash or in-kind resources), estimate the number of hours/days and hourly rate (or portion of FTE and salary) for the time that is expected to be spent on the proposed activity by key personnel, contractors, or consultants. (After grant is awarded, all time should be tracked by actual hours worked for each individual.)

2. Non-ARC Funding Commitments

- Identify each non-ARC funding source as federal, state, local, or private; and include a letter of commitment from each funding source that includes the specific amount of funds committed, and states whether the funding is a grant or a loan.
- Provide descriptions of specific in-kind resources, including the methods used to determine their value.

3. ARC Match Rate Calculation

- ARC project match rates are dependent on the economic status of the counties the project serves. If you don't know the economic status of the county or counties your project will serve, see the *ARC County Economic Status and Match Rates* table on the ARC Web site.
- List each county your project will serve and the economic status of each.
- If your project will serve one county, or several counties with the same economic designation, use the table below to determine the ARC match rate for your project.
- If your project will serve more than one county, and the counties have different ARC economic designations, contact your state ARC program manager to identify the match rate for your project.
- ARC funding is not available for projects that serve ARC-designated attainment counties, unless the project's service area includes a distressed county and that county will directly benefit from the project. (Contact your state ARC program manager for more information on projects that serve attainment counties.)

SECTION 2: BUDGET INFORMATION AND SUPPORTING MATERIALS , cont'd.

Match Rates

Economic Status of County the Project Will Serve	ARC/Applicant Match Rate
Distressed County	80/20
At-Risk County	70/30
Transitional County	50/50
Competitive County	30/70

4. Additional Documentation
- Enclose pertinent supporting materials that will lead to a better understanding of the proposed project.
- Do not include form letters or financial audits.

SECTION 3: REQUIRED APPLICATION FORMS

- Transmittal letter from state ARC alternate to ARC headquarters. The letter must indicate the amount of ARC funding requested and the source of ARC funding (area development or distressed county funding).
- Federal Standard Form 424 (Include ARC funds and all matching funds.)
- Federal Standard Form 424A (Budget Information)
- Federal Standard Form 424B (Non-Construction Assurances)
- ARC Memorandum of Understanding
- Other forms as required by state ARC program offices (ARC Form 3 may be required)

Documents Referenced in this Checklist:

ARC Project Guidelines
www.arc.gov/images/newsroom/publications/guidelines/ARCProjectGuidelines.pdf

ARC County Economic Status and Match Rates
www.arc.gov/

Guide to ARC Project Performance Measures
www.arc.gov/forms

State ARC Strategy Statements
www.arc.gov

Also See:

ARC Grant Administration Manual
www.arc.gov/forms