

# Guide for ARC Supplemental Funding Application

## *Rural Jobs and Innovation Accelerator Challenge*

ARC supplemental funding applications should be submitted to [accelerate@arc.gov](mailto:accelerate@arc.gov). Applications must include the following information and be arranged in the following sequence. Attach files as PDF documents.

Applicant	For ARC use only	
		<p><b>SECTION 1: ARC APPLICATION FORMS</b> <a href="#">Download Forms (PDF: 100 KB)</a></p> <ol style="list-style-type: none"> <li>1) Federal Standard Form 424 (SF424) (Include ARC funds and all matching funds for the ARC project only)</li> <li>2) Federal Standard Form 424A (SF424A): Budget Information (for the ARC project only)</li> <li>3) Federal Standard Form 424B (SF424B): Non-Construction Assurances</li> </ol>
		<p><b>SECTION 2: PROJECT DESCRIPTION</b> (from Section V. C. 2. of the <a href="#">Rural Jobs Accelerator Challenge FFO</a>)</p> <p>Submit the complete project description from the EDA and USDA application. For more information on how to develop the ARC scope of work, see <a href="#">ARC Scope of Work</a> at <a href="#">How to Apply for ARC Supplemental Funding</a>.</p> <p>The complete project description includes:</p> <ol style="list-style-type: none"> <li>1) A two-page executive summary;</li> <li>2) A project narrative;</li> <li>3) An integrated work plan; and</li> <li>4) An ARC scope of work budget description.</li> </ol>
		<p><b>SECTION 3 ARC ADDENDA TO THE PROJECT DESCRIPTION</b></p> <ol style="list-style-type: none"> <li>1) <b>Resumes of Key Personnel, Grantee Capacity and Project Sustainability</b> <ol style="list-style-type: none"> <li>a. Briefly summarize the applicant's capacity to undertake the proposed activity by describing previous experience with relevant activities.</li> <li>b. Describe the qualifications needed for key individuals who will manage and operate the project. Attach position descriptions or brief resumes.</li> <li>c. Describe proposed qualifications for all consultants and subcontractors, and describe the competitive procedures used to select them.</li> <li>d. Explain how the project will achieve long-term sustainability once ARC support is no longer available. Include a description of efforts to secure other sources of support for future operations.</li> </ol> </li> <li>2) <b>Verification of Matching Funds</b> <p>Provide a commitment letter from each applicable matching fund source that:</p> <ol style="list-style-type: none"> <li>a. Demonstrates that the matching share is committed to the project for the full project period of performance, will be available as needed, and is not or will not be conditioned or encumbered in any way that would preclude its use consistent with the requirements of ARC investment assistance; and</li> <li>b. Includes a short description of the entity providing the matching share, or a portion thereof, the type of matching funds, and the amount of matching funds.</li> </ol> <p>NOTE: Letters should be limited to one page and written on the organization's letterhead.</p> </li> <li>3) <b>Partnerships and Regional Collaboration</b> <p>Describe the extent of collaboration with other local community, state, regional, and federal partners in the development of the proposal. In what way does the proposed activity represent progress toward fulfillment of a regional strategy? NOTE: If applicant is applying for EDA funds, EDA Form ED-900 Section A.3 may be used in lieu of this requirement. Also provide evidence of local demand for the project such as current empirical data and letters from key stakeholders.</p> </li> <li>4) <b>Geographic Area and Determination of Match Rate</b> <ol style="list-style-type: none"> <li>a. Identify the counties (or census tracts if the project is less than county-wide) for 1) the physical location where the activity will occur and 2) the project's complete service area. Attach maps as needed.</li> <li>b. For multi-county projects with more than one ARC designation (i.e. Distressed, At-risk, Transitional, Competitive, Attainment), show calculations to confirm the cost-sharing meets ARC match requirements.</li> </ol> </li> <li>5) <b>Indirect Cost Rate</b> <ol style="list-style-type: none"> <li>a. Provide a copy of an approved facilities and administrative cost rate agreement from the cognizant federal agency if indirect costs are included as a line item in the proposed budget.</li> <li>b. ARC will consider rates that are applied to personnel and fringe benefits and do not exceed 20 percent.</li> </ol> </li> </ol>