



POWER 2016

www.arc.gov/power

ARC 2016 POWER INITIATIVE TECHNICAL ASSISTANCE GRANTS Checklist for the **General Technical Assistance Funding Application**

This checklist will guide you through the POWER Initiative general technical assistance funding application and help you prepare the information you will need to complete the application. *NOTE: If you are applying for funding for grant-writing assistance only, see the Checklist for the Grant-Writing Assistance Funding Application.*

Project Information

- 1:** The state, region, and counties served by the technical assistance requested. Attach a map to illustrate the project service area.

- 2:** A description of the coal impacts on the region that will be assisted by the technical assistance proposal. Cite third-party data. (A March 2016 study on the Appalachian coal industry, power generation, and supply chain, available at www.arc.gov/research, provides some county-level coal-mine employment and coal production data for the Region. Other potential data sources are listed in the POWER 2016 Technical Assistance FFO available at www.arc.gov/power.)

- 3:** The project name and the type of POWER technical assistance you are requesting.
Options include:
 - POWER 2016 implementation grant writing *and other assistance*;
 - feasibility study or assessment;
 - strategic plan (new or update);
 - community capacity building; and
 - other, or more than one of the above.

- 4:** The challenges your community faces as a result of the downturn in the coal economy and any steps already taken to meet those challenges.

- 5:** A description of how the requested technical assistance will help address the challenges faced by the downturn in the coal economy.

- 6:** A description of the major technical assistance project activities and the scope of work and timeline for the completion of those activities.

- 7:** The name of the person who will supervise or be responsible for the major technical assistance project activities/scope of work (and any consultants or outside organizations that will assist in completing these activities). Resumes and other documents supporting the qualifications of the project supervisor (and any consultants) can be included with this proposal.

8: An explanation of how this project represents progress toward addressing an existing or emerging regional planning or development effort. The relevant sections of any existing or emerging regional planning or development efforts can be included with this proposal.

9: A description of positive benefits likely to result from this project.

10: The name of the partners that will be involved with planning and implementing the proposed project, such as public agencies and institutions, non-governmental organizations, foundations, businesses, and local elected officials. Describe any collaborative planning efforts utilized to plan or execute the proposed project. You can include partner engagement letters with your proposal.

11: A description of how this project will lead to the development of a full application for a POWER 2016 Initiative implementation grant.

Budget Information

12: The amount of ARC funds requested and all matching resources (both cash and in-kind).

Each budget line item must include:

- a unique line item name,
- a budget category,
- summarized budget notes, and
- a budget amount.

See a sample budget with the level of detail required at power.arc.gov/docs/sample_budget.pdf.

All matching resources (both cash and in-kind) must be documented by commitment letters. You must include all match commitment letters in your application.

13: A description of the project's major budget categories explaining how these budget elements support the project's objectives, including any in-kind activities.

Project Management

14: The name/s of the person or persons who will carry out the work of the project (including the consultant, or consultant team, if known) and their qualifications. Describe the competitive process used for selecting any consultant. Resumes and other documents supporting the qualifications of the technical assistance providers should be included in this proposal.

Standard form 424

Name, title, and full contact information of the individual authorized to submit the application.

- Applicant's name and address.
- Applicant's Employer Identification Number (EIN).
- Applicant's Data Universal Number System (DUNS) number. (Visit the Dun & Bradstreet Web site at <http://fedgov.dnb.com/webform/displayHomePage.do> or call 1.866.705.5711 to register or search for your DUNS number.)
- Applicant's System for Award Management (SAM) Commercial and Government Entity (CAGE) code and registration expiration date. (Visit the System for Award Management Web site at <https://www.sam.gov/portal/SAM/> to register or search for SAM codes and registration expiration dates.)
- Name and full contact information of the individual authorized to sign the SF424.
- Full project budget, including the amount of funding you are requesting from ARC and the dollar amounts of each matching contribution.