

Guide for Non-Construction Proposals

Project applications should be submitted to the state ARC office. Applications should be arranged in the following sequence and should include the following information.

Applicant	State ARC	SECTION 1 APPLICATION FORMS
N/A		1) Transmittal Letter from State ARC to ARC HQ (Indicate source of ARC funding, and identify specific ARC goal and state strategy)
		2) Federal Standard Form 424 (SF 424) <i>Including ARC funds and all matching funds.</i>
		3) Federal Standard Form 424A: Budget Information
		4) Federal Standard Form 424B: Non-Construction Assurances
		5) ARC Memorandum of Understanding
		6) ARC Form 3 (<i>Non-Construction Application – if required by state</i>)
		SECTION 2 PROPOSAL SUMMARY <i>(1 to 2 pages – see recommended format)</i>
		SECTION 3 PROPOSAL NARRATIVE <i>(suggested length 5 to 8 pages, please number pages)</i>
		1) Goals & Strategies – (Refer to state’s Strategy Statement for the current year)
		a. Identify the primary ARC Goal and Objective the project will address.
		b. Identify and quote the primary ARC State Strategy the project will address.
		2) Purpose, Description & Rationale –
		a. Provide a <u>one-sentence</u> statement describing the primary purpose of the proposed project, in terms of the activity and its ultimate outcome (e.g. <i>To create jobs by increasing the number of businesses with better access to technical assistance and growth capital.</i>)
		b. Describe specific problems or issues the project will address and how these issues impact the community.
		c. Provide a detailed description of all major project activities, including: what will be done, who will complete each activity, and a timeline for starting and ending the project.
		d. Explain why the proposed activity is the most practical and beneficial way to achieve the desired results when compared to alternative approaches.
		e. If continuing an ongoing program (whether or not ARC funded), describe progress and any outcomes to date.
		f. Provide evidence of the local demand for the proposed project such as letters from key stakeholders, customer data, etc.
		3) Partnerships and Regional Collaboration – 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 (e.g. Comprehensive Economic Development Strategy (CEDS), local visioning process, etc.)?
		4) Geographic Area –
		a. Identify the counties (or census tracts if the project is less than county-wide) for 1) the physical location where the activity will be based and 2) the project’s entire service area.
		b. Attach maps as needed to illustrate the project’s service area.
		5) Benefits and Performance Measures –
		a. State outputs and outcomes in absolute numerical terms (not percents) per ARC’s performance measurement guidance.
		b. Describe other project benefits as appropriate, such as the likely impact on future economic development activity in the area, or anticipated spin-off results.
		c. Attach letters documenting private sector commitments of jobs retained, jobs created, and leveraged private investment (LPI) when applicable.

		<u>SECTION 3 PROPOSAL NARRATIVE</u> <i>(continued)</i>
		6) Grantee Capacity and Project Sustainability –
		a. Briefly review the applicant’s capacity to undertake the proposed activity by describing previous experience with relevant activities.
		b. Describe the qualifications needed for key individuals who will manage and operate the project. Attach position descriptions or brief resumes.
		c. Describe proposed qualifications for all consultants and subcontractors, and describe the competitive procedures used to select them.
		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.
		<u>SECTION 4 BUDGET INFORMATION and SUPPORTING MATERIALS</u>
		1) Funding Need and Match Commitment –
		a. Include letters of commitment for each funding source, citing the specific amount of funds committed.
		b. Provide descriptions of specific in-kind resources, including the methods used to determine their value.
		c. Justify the need for ARC funding at this time, as opposed to other sources of funding.
		2) Detailed budget and budget narrative –
		a. Provide a detailed budget that describes sources and uses of ARC funds and all, non-ARC, matching funds.
		b. Provide a budget narrative that gives a detailed explanation of expenditures by line item, as shown on the SF424A.
		c. For the key individuals involved in the project, show the number of hours/days or percentage of their overall time that is expected to be spent on the proposed activity.
		3) Calculations of match – For multi-county projects with more than one ARC designation (i.e., distressed, transitional, at-risk, competitive, attainment), show calculations to confirm the project meets ARC match requirements.
		4) Clearinghouse documentation (if required by state)
		5) Additional Documentation: Enclose pertinent supporting materials that will lead to a better understanding of the proposed project. Please do not include form letters or financial audits.