



Appalachian Regional Commission in partnership
with the U.S. Department of Energy

Advance Welding Workforce Initiative

Request for Proposals

RFP release date: September 21, 2020

Proposal due date: November 13, 2020 at 5 PM Eastern Time (ET)

EXECUTIVE SUMMARY

The Appalachian Regional Commission (ARC) is publishing this request for proposals (RFP) to solicit applications for grants with funding provided jointly by ARC and the United States Department of Energy (DOE) in fiscal year 2020 (FY20).

This joint initiative makes available federal resources to support the education and training of advanced technical workers in Appalachia. The workers will be training in skills necessary to join materials suitable for high-temperature applications in fossil-based power plants and other industries. The joining will include welding as well as other “advanced manufacturing” skills such as robotics and process control. These workers will find employment in the manufacture and repair of components for fossil power plants and in the aviation, automotive, and petrochemical industries.

An interagency agreement provides funding through this initiative to eligible applicants, including but not limited to community colleges and other workforce training providers, proposing to provide training in the target skills with a project addressing the employment and training needs of the local and regional workforce, created in collaboration with community partners and in coordination with existing economic development strategies. This RFP provides a general overview of the Advanced Welding Workforce Initiative as well as the specific requirements needed to complete a grant application.

More information about DOE fossil energy (FE) programs is available at www.energy.gov/fe/office-fossil-energy.

Information about DOE FE’s High-Performance Materials Program, which is managed by the National Energy Technology Laboratory, can be found at netl.doe.gov/coal/high-performance-materials.

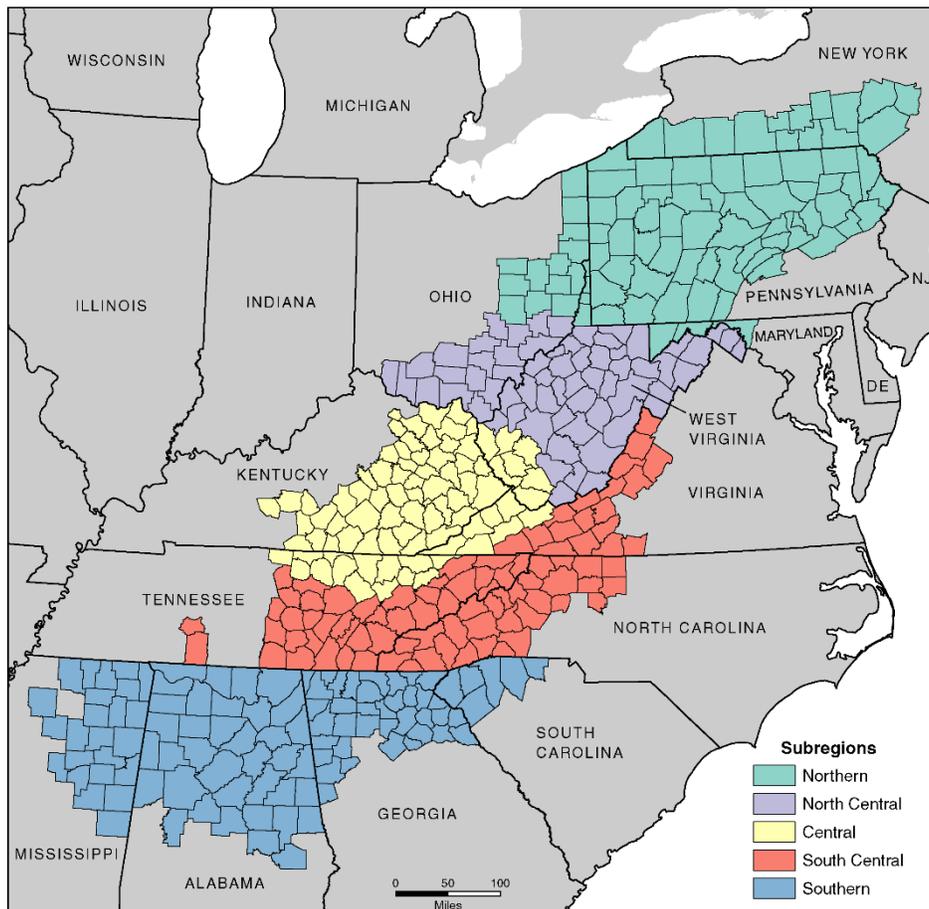
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1 ARC Overview

The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. Established by an act of Congress in 1965 through the Appalachian Regional Development Act 40 U.S.C. § 14101-14704 (ARDA), ARC is composed of the governors of the 13 Appalachian states and a federal co-chair, who is appointed by the president of the United States. Local participation is also provided through multi-county local development districts. ARC serves a 205,000-square-mile region of 25 million people that includes all of West Virginia and parts of twelve other states: Alabama, Georgia, Kentucky, Maryland, Mississippi, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, and Virginia.¹



Map by: Appalachian Regional Commission, November 2009.

Appalachian Region

¹ A map of the ARC region can be found [here](#).

2 Advanced Welding Workforce Initiative Description

2.1 DOE High Performance Materials Program Overview

The Department of Energy (DOE) fossil energy (FE) [High Performance Materials Program](#) characterizes, produces, and certifies cost-effective alloys and high-performance materials suitable for extreme environments that are found in fossil-based power-generation systems. The DOE's National Energy Technology Laboratory (NETL) supports and catalyzes a robust domestic materials supply chain that prepares materials for Advanced Ultra-Supercritical Steam Cycles (AUSC) and spinoff applications. The work enables supercritical carbon dioxide (sCO₂) cycles (a higher efficiency power plant design), addresses materials repair needs for the existing fleet, and accelerates material discovery and qualification.

Transformational power technologies, like AUSC and sCO₂, have the potential to increase efficiencies and bolster clean coal efforts. However, these systems operate at higher temperatures and pressures, leading to environments that are more corrosive and harsher than traditional power plants. Additionally, the existing fleet is increasingly subjected to cycling conditions due to the penetration of renewable energy sources onto the electricity grid. Plants were not designed to withstand the extreme changes in temperature and pressure brought on by cycling conditions. For example, cycling adds stress to the materials of construction. In particular, the joints between materials can fail during cycling due to high levels of stress. Therefore, it is critical that joints be made as strong as possible during initial manufacture and installation. When welds do fail, they need to be repaired quickly and masterfully to get the power plant back online as quickly as possible, thereby minimizing impacts to the power grid.

Over the last 20-plus years, NETL and its partners have led the development of advanced alloys and power plant designs to enable future power plants to be cleaner, more reliable, and more cost-effective. This work established the technical and economic viability for the manufacture of advanced power plant designs. While the overall effort had a significant emphasis on developing the industrial supply chain for the materials, it did not include a focus on the workforce necessary to manufacture and service these advanced materials and power plants. The initiative described in this RFP dedicates federal funding to enhance the workforce associated with joining of advanced alloys for high-temperature fossil-based power plants. Prior work has shown that the joining of advanced alloys is non-trivial and requires significant expertise. This RFP will help the nation to develop a talented workforce capable of supporting the high-temperature materials supply chain for fossil-based power generation. This workforce will be highly sought-after. Their skills, particularly given an advanced manufacturing emphasis, will be broadly applicable to many value-added industries such as automotive and aerospace. Such a workforce should have a strong positive regional economic development impact.

2.1.1 Funding Available

The Advanced Welding Workforce Initiative for federal fiscal year 2020 (FY20) will have up to \$1,000,000 available. Up to \$12,500 will be reserved for the provision of technical assistance. The Advanced Welding Workforce Initiative expects to have \$750,000 for programs serving communities in North, North-Central, and Central Appalachia and up to \$250,000 to support programs anywhere in the Appalachian Region. A list of eligible counties can be found [here](#).

Proposed projects should demonstrate that they will serve residents of these communities and prepare them for employment opportunities in their local laborshed.

2.1.2 Deadlines and Procedures

Final application due date: **November 13, 2020 at 5 PM Eastern Time (ET)**.

In addition to the requirements described in this RFP and online at www.arc.gov/awwi all applications must also meet the general requirements for ARC funding as described at www.arc.gov/about-arc-grants and be consistent with ARC's strategic plan, [*Investing in Appalachia's Future: ARC's Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2016–2020*](#).

2.2 Grant Purpose

ARC expects to make individual awards in amounts between \$100,000 and \$350,000 for each project it awards serving the congressionally defined Appalachian Region. A total of three to six awards is anticipated.

Successful applicants will be expected to fulfill **all** the following criteria:

1. Implement service delivery strategies that address economic and workforce-related impacts in the areas of advanced welding for fossil-based power generation and advanced manufacturing applications.
 - a. The specific skill requirements should be determined through a structured information-gathering and assessment process, with industrial stakeholder input and a focus on materials suitable for high-temperature components and systems. It is anticipated that market conditions will drive a focus on workforce gaps related to both manufacturing and servicing of power plant components.
 - b. The specific welding technologies must include gas tungsten arc and/or other technologies suitable to joining superalloys (e.g., cobalt- or nickel-based). Techniques suitable for the joining of high-temperature alloys such as creep strength enhanced ferritic (CSEF) and austenitic stainless steels are also acceptable, because they are needed skills applicable for servicing the existing coal fleet and can be considered for inclusion in any proposed training program. Addressing the joining of CSEF and austenitic alloys should not be a substitute for addressing the joining of superalloys.
 - c. Skills related to automation and robotics are anticipated to be necessary for modern manufacturing processes. Skills related to field assessment, controls, programming, and non-destructive evaluation (NDE) may be critical for such applications.
2. Provide or facilitate the provision of new, enhanced, or expanded training, job placement, and support activities to dislocated workers (including displaced homemakers), new entrants in the workforce, incumbent workers, and individuals affected by substance use disorder (e.g., opioids, meth, heroin, and other substances) who reside in the targeted regions.

3. Align and integrate workforce development activities with existing state, regional, and/or community economic development strategies.
4. Be consistent with ARC's strategic plan, [*Investing in Appalachia's Future: ARC's Five-Year Strategic Plan for Capitalizing on Appalachia's Opportunities 2016–2020*](#).
5. Project specific numbers of individuals to be served through training (output) and the number of those individuals that obtain new employment or enhance their current employment (outcome); the number of companies served (output) and improved by having access to a well-trained workforce (outcome); and other measures as appropriate. See [ARC's Guidance for Performance Measures for ARC Projects](#).

Applicants can determine the required time period necessary to meet the objectives of their projects. The period of performance for awards may be up to two years if warranted by the size and scope of the project.

2.3 Opportunity Zones

Projects that propose to leverage their award in qualified Opportunity Zones will receive special consideration in the review process. Proposals should demonstrate how they will improve the efficacy of community college, career and technical education, and workforce development programs physically located within a qualified Opportunity Zone that better prepare workers in distressed communities for jobs.

For more information on Opportunity Zones in Appalachia, visit www.arc.gov/opportunity-zones. Applications should include a list of qualified Opportunity Zones that will be covered by the proposal.

3 Award Information

3.1 Availability of Funding

ARC expects to have approximately \$987,500 available for award.

ARC expects to make individual awards in amounts between \$100,000 and \$350,000 for each project it awards serving the congressionally defined Appalachian Region.

ARC reserves the right to negotiate the budget costs with the applicants that have been selected to receive awards, which may include requesting that the applicant remove or adjust certain proposed costs.

3.2 Eligible Activities

3.2.1 Training and Work-Based Learning Models

Some of the allowable training and learning approaches include but are not limited to the following:

- Traditional classroom training
- Work-based learning such as apprenticeships
- Customized training programs
- Incumbent worker training
- On-the-job training
- Internships
- Other work experiences

These may occur before or after layoff, to help facilitate reemployment.

Note: Applicants are encouraged to investigate existing training curricula and approaches, including those housed on the Skills Commons website at www.skillscommons.org, the official repository of all deliverables from the U.S. Department of Labor’s Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program. However, if existing curricula or appropriate tools do not exist that align with, or meet the goals of, the proposed project, applicants may propose to use grant funds to develop appropriate curricula, with sufficient supporting documentation demonstrating that such curricula does not currently exist and will align with the purpose of the project design.

3.2.2 Other Employment-Related Activities

Allowable employment-related activities include but are not limited to the following:

- Employability skills training such as punctuality, personal maintenance, and professional conduct
- In-depth participant assessment and evaluation to identify employment barriers and develop individual employment plans; career planning (including via a career pathway approach); job coaching; and job matching services

3.2.3 Innovative Service Delivery Strategies

Innovative service delivery strategies that address economic and workforce-related impacts and which aim to overcome existing challenges within the region might include application of new business models, products, services, or technology such as the following:

- Increasing availability of mobile service units, such as custom vehicles equipped with technology, and other technology-enabled solutions to flexibly deliver training, outreach, and/or employment in remote areas
- Establishing employer models to expand onsite support services for new and existing employees recovering from substance abuse disorders
- Developing new, industry-specific bridging programs that assist target populations in gaining skills to fill short and long-term needs of local employers
- Expanding successful employer training programs that teach how to create supportive work environments for new and existing employees impacted by substance abuse disorder

4 Eligibility Information

4.1 Eligible Applicants

Eligible ARC applicants are the following:

- Local development districts
- Indian tribes or a consortium of Indian tribes
- States, counties, cities, or other political subdivision of a state, including a special purpose unit of a state or local government engaged in economic or infrastructure development activities, or a consortium of political subdivisions
- Institutions of higher education or a consortium of institutions of higher education
- Public or private non-profit organizations or associations, including unions with nonprofit status

We will consider only one application from each organization. If we receive multiple applications from the same organization, we will only consider the most recently received application that met the deadline. If the most recent application is disqualified for any reason, we will not replace it with an earlier application.

Eligible applicants may partner with fiscal sponsors/agents to administer their grant award. Such applicants seeking to implement a project may utilize a fiscal sponsor/agent to apply for an award on behalf of the implementing organization. By doing so, the sponsor/agent accepts all financial and legal liabilities for that organization at the time of award. Fiscal sponsors/agents must submit the application as the applicant organization. The authorized organizational representative responsible for approving all grant decisions should be listed as an employee of the fiscal sponsor/agent. Fiscal sponsors/agents are bound by the same requirements described in this RFP as all other applicant organizations. An applicant organization cannot accept an award and later transfer the award to a fiscal sponsor/agent. Distinct eligible applicants that use the same fiscal sponsor/agent may each submit applications. The intent of this provision is to diversify the pool of applicants accessing the funds, specifically supporting organizations that may lack the internal infrastructure necessary to manage large federal grant awards but have the knowledge, experience, and relationships necessary to effectively execute the desired scope of work.

In addition, projects must serve and benefit a part of the Appalachian Region as defined by the ARDA of 1965, as amended. A map of the subregions of the Appalachian Region is [available here](#). A listing of Appalachian counties by state and subregion is [available here](#).

4.2 Cost Sharing or Matching

Applicants for an ARC grant must demonstrate a matching share from non-ARC sources that is identified and forthcoming to the project. Matching sources may be non-federal,² other federal, or a combination of sources. The maximum share of ARC assistance is determined by the ARC classification of the county or counties served by the proposed activity. Applicants

² In general, ARC can accept other federal dollars as a matching contribution. However, some federal sources and some specific projects may have limitations on the use of other and/or total federal funding. Prospective applicants are recommended to consult with ARC staff prior to submission if planning to use other federal funds as match.

may request up to 80 percent of the total project cost when the county, or all counties, served by a project are designated as economically “distressed” according to ARC’s fiscal year 2021 classification. A table summarizing ARC’s economic designations and the maximum ARC share for each Appalachian county can be found online at www.arc.gov/match-requirements-for-arc-grants.

To determine the match rate for an ARC multi-county project, special matching rules apply:

1. If there is a distressed county in the project and:
 - a. At least half of the counties are distressed, then the project may be funded at up to 80% of project costs.
 - b. At least half of the counties are some combination of distressed and at-risk, then ARC assistance can be the higher of 70% of project costs or the average percentage applicable to the various counties in the project.
 - c. Fewer than half the counties are distressed, then ARC assistance can be the higher of 50% of project costs or the average percentage applicable to the various counties in the project.
2. If there is no competitive county or attainment county in a project, and at least half the counties are at-risk, then the project may be funded at up to 70% of project costs.
3. All other multi-county projects shall be funded at the average percentage applicable to the various counties in the project (i.e., 80%, 70%, 50%, 30%, or 0%); except that the portion of a project that is attributable to an attainment county in a project that does not include a distressed county shall be considered ineligible for ARC assistance and may not be considered for matching purposes.

Projects that will target serving individuals displaced as a result of the COVID-19 health emergency may waive all or a part of the match requirements described above. Applicants need to include documentation of the loss of jobs (e.g., federal or state Department of Labor report, corporate press release or article) and detail how they intend to target the former employees or those about to be terminated. This waiver provision does not apply to projects or the portions of projects operating in attainment and/or competitive counties.

5 Application and Submission Information

5.1 Content and Form of the Application

Grant applications follow ARC’s standard application policies and procedures. Application narratives are limited to 10 pages, single-spaced in length, plus a two-page executive summary, standard forms, detailed budget, and budget narrative.

The types of information requested by ARC include strategic rationale of the project, demonstration of collaborative partnerships, project sustainability, applicant capacity, and measurable impact. In addition, a detailed project budget is required.

ARC project application, application requirements, and guidance are described in detail in the Applications Components section of this document and on the ARC website (www.arc.gov/about-arc-grants).

Please include expenses in the budget for two in-person training sessions to be held at the DOE National Energy Technology Laboratory (NETL) in Morgantown, West Virginia. The actual training may be held at a convenient alternative location (e.g., NETL's Pittsburgh location, or off-site). If travel is not possible due to the ongoing health emergency or other cause, an alternative means of delivering the training will be used. At the training, grantees will learn state of the art techniques and applications for advanced welding processes, project management best practices, connect with ARC staff, network with fellow grantees, and explore opportunities for collaboration.³

ARC will not be held responsible for proposal or application preparation costs. Publication of this RFP does not obligate ARC to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

Complete applications submitted by the deadline will be evaluated and scored based on the following criteria, for a total of 120 points.

³ Expenses should include travel costs for two project representatives, with preference for the project director and a technical expert. Estimate two full days of travel, including one overnight hotel stay, airfare, ground transportation, and meals while traveling to and from the destination. For airfare (or driving), assume the meeting will be in Morgantown, West Virginia, and that tickets will be medium- to high-priced.

5.1.1 Criteria (Up to 120 points)

Absolute requirements (All must be "yes")	Complete application	YES / NO
	Submitted on time	YES / NO
	Eligible geography	YES / NO
	Eligible applicant	YES / NO
	Required skills training included	YES / NO
	Aligns with ARC strategic plan and state/regional/local development strategies	YES / NO
General criteria	Project Description: Activities adequately described and likely to lead to impacts/outcomes	10
	Project Description: Work plan detailed and reasonable	5
	Strategic Rationale: Documented need for workers with skills	15
	Adequate partnerships in place for implementation and success	5
	Adequate partnerships with industry and local employers	5
	Adequate (funding) sustainability plan	5
	Adequate capacity to implement operations	10
	Adequate capacity to implement fiscally	10
	Performance measures specified	5
	Performance measures reasonable for the size and scope of project	15
Budget	All amounts in budget align	10
	All items in budget included in budget narrative	10
	Budget narrative reflects adequate level of detail	10
Additional criteria	Serves one or more Opportunity Zones	5
TOTAL SCORE		120

5.2 Unique Entity Identifier and System for Award Management (SAM)

As required by the Federal Funding Accountability and Transparency Act of 2006 and 2 CFR Part 25, applicants are required to do the following:

- Be registered in the System for Award Management (SAM) before submitting their application. (SAM now encompasses the Central Contractor Registration [CCR]);
- Provide a valid Data Universal Numbering System (DUNS) number, a unique entity identifier, in their application; and
- Continue to maintain an active SAM registration with current information at all times during which they have an active federal award or an application or plan under consideration by a federal awarding agency.

5.3 Submission Dates and Times

All applications are due **November 13, 2020 at 5 PM Eastern Time (ET)**.

5.4 Application Submission Instructions

Project applications (and related attachments) can be submitted as a PDF file to advancedwelding@arc.gov.

After an application is submitted, it undergoes a validation process during which the application may be accepted or rejected due to errors, incomplete information, or ineligible applicant and/or service area. Be advised that it may take several days for the validation process to be completed and that the process may not begin until after the application deadline. Applications found to be missing required information or to contain critical errors will not be reviewed or evaluated.

5.5 Funding Restrictions

Grant awards funded in part or in whole with ARC program funds are subject to the same program funding restrictions, requirements, and regulations of other ARC grants. Additional program information is available at www.arc.gov/about-arc-grants.

6 Application Review Information

Applications will be reviewed by the ARC state program manager, alternate, or other representative from the states in which the project's activities and impacts are located. This initial review will ensure that the project's scope of work is strategic and compatible with the state's existing economic development priorities.

ARC program staff, state ARC officials, DOE staff, and/or outside subject matter experts will jointly review and score applications based on the criteria set out in this document. Reviewers will consider the extent to which the application addresses needs of the employers in the community served, technical specifications of the training, and outcomes attained.

ARC reserves the right to negotiate the budget costs with applicants that have been selected to receive awards, which may include requesting that the applicant remove or adjust certain proposed costs.

Additionally, ARC may request that the applicant modify objectives or work plans and provide supplemental information pertaining to any aspect of the application. ARC also reserves the right to reject an application where information is uncovered that raises a reasonable doubt as to the applicant's ability to successfully fulfill the objectives and requirements of the grant award.

ARC, in its complete and sole discretion, may select for award some, all, or none of the applications received under this competitive solicitation. The final approval of selected applications and issuance of awards will be by the ARC federal co-chair and the respective state ARC official(s). The award decision of the ARC federal co-chair is final.

7 Award Administration

General management and administration requirements for non-construction projects are contained in the [ARC Grant Administration Manual for Non-Construction Grant Agreements](#). Administration of ARC awards is also subject to the same regulations, restrictions, and requirements as other federal awards. These include but are not limited to uniform administrative requirements and cost principles at 2 CFR Part 200, as currently updated; Freedom of Information Act (FOIA); past performance and non-compliance; restrictions on making awards to corporations convicted of felony criminal violations and unpaid federal tax liabilities; environmental and historic preservation; and national policy requirements, including but not limited to those protecting free speech, religious liberty, public welfare, the environment, and prohibiting discrimination, e.g., Equal Employment Opportunity and the Americans with Disabilities Act (ADA).

Recipients of non-construction grants must adhere to ARC reporting requirements as identified in the [ARC Grant Administration Manual for Non-Construction Grant Agreements](#). However, ARC reserves the right to change the reporting time periods and, depending on the nature of the project, may request additional relevant data.

Grants involving significant construction will require the use of a basic agency to administer the funds, and grantees will be subject to the reporting requirements of that agency. More information on basic agencies is available at www.arc.gov/basic-agency-partners. Partnerships submitting applications involving construction, renovations, restoration, and other similar activities are strongly encouraged to contact their [ARC state program managers](#) and ARC program specialists for guidance on securing a basic agency.

8 ARC Agency Contact Information

Prior to submission of the application, every applicant is recommended to contact the state program managers of the states impacted by the project proposal. The state officials will ensure that the proposals are in alignment with their state Appalachian economic development priorities. State program managers also serve as a resource. They are able to assist with questions applicants have about ARC grants in general and about the use of

agency funds to support projects in their communities and regions. Applicants with additional questions may submit them to advancedwelding@arc.gov.

9 General Disclosures

Awards under this RFP will be made only to the extent that funds are available. Publication of this RFP does not obligate ARC to award any specific grant or cooperative agreement or to obligate all or any part of available funds. Applicants intending to contract with a specific individual, consulting group, or organization with ARC funding must have a competitive procurement policy in place.

This RFP does not commit ARC to make any specific award. Notwithstanding any other provisions of the RFP, ARC reserves the right to award grants, cooperative agreements, or contracts to communities or regions that best meet the requirements of the RFP. ARC solely reserves the right to accept or reject any or all responses received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP if it is in the interests of ARC to do so.

Please note that ARC will not reimburse any other costs associated with the preparation of a response to this RFP. Consultants and consultant teams that are legally barred from receiving federal contracts or contract payments will not be considered for work with communities or regions under this RFP.

10 Applications Components

Applications must include the following components:

1. Executive Summary
2. Required Application Forms
3. Project Narrative
4. Budget Information and Supporting Materials
 - a. Non-Construction Projects
 - b. Construction Projects
5. ARC Match Rate Calculation
6. Additional documentation as applicable.

10.1 Executive Summary (Section 1)

Provide a 2-page executive summary of the project applicant, purpose, key activities, strategic rationale, collaborative partnerships, project sustainability and capacity, and impact measures. See the Executive Summary template for format and guidance.

10.2 Required Application Forms (Section 2)

(See SF-424s and contact your state ARC Program Manager for assistance.)

Attach the required application forms to the front of the application packet:

- Federal Standard Form 424: Application for Federal Assistance (include ARC funds and all matching funds)
- Federal Standard Form 424A: Budget Information for Non-Construction Programs **or** Form 424C: Budget Information for Construction Projects (include ARC funds and all matching funds)
- Federal Standard Form 424B: Assurances for Non-Construction Programs **or** Form 424D: Construction Assurances
- [ARC Memorandum of Understanding](#)

10.3 Project Narrative (Section 3)

10-page limit for this section.

Formatting instructions: Use the headings below as headings for the project narrative. The suggested length of the narrative is 5–8 pages with an absolute limit of 10 double-spaced pages. Please number the pages.

10.3.1 Project Description

- Describe the project's primary purpose, main activities, and expected impacts.
- Provide a detailed work plan, including a description of all major project activities (what will be done, who will complete each activity) and timelines for each activity during the course of the project.
- Identify the counties where the proposed project will be based and the counties in the project's entire service area. If the project is not county-wide, identify the census tracts (and economic status, particularly if a Distressed Area) of the project's entire service area. Attach maps to illustrate the project's service area and exact location if the project is for construction. See ARC's County Economic Status tables and map.
- **For construction projects only:** For projects where energy-efficiency can be improved (in the scope of the project), attach a brief discussion of efforts that may have been made to improve the energy efficiency and green-building practices of the project, as outlined in ARC's Project Guidelines.

10.3.2 Strategic Rationale

- Describe any problems, opportunities, or local/regional demand that the project will address and how these issues impact the community.
- Summarize demand for workers with relevant skills and the impact of the proposed project. Provide as attachments letters of demand from local and/or regional businesses that attest to the need for workers with the target skills.
- Explain why the proposed project is the most practical, cost-effective, and beneficial way to achieve the desired results when compared to alternative approaches.
- 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 (e.g., number of individuals served in training programs and the number placed in employment) to date, as well as other project milestones reached.

- Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area).

10.3.3 Collaborative Partnerships

- Describe any partnerships or collaborations with other local community, state, regional, and federal partners in the development of the proposal and implementation of the project.
- Provide as attachments letters of engagement from partner organizations that commit to undertake specific activities in support of the project.

10.3.4 Project Sustainability and Capacity

- Briefly describe the applicant's capacity to undertake the proposed project by describing previous experience with similar activity.
- Describe experience in managing grants and 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 plan and timeline of efforts to secure other sources of support for future operations.

10.3.5 Performance Measures

- List the project's expected outputs, including the number of workers/trainees and/or students to be trained, and outcomes, including the number of workers/trainees and/or students that will obtain new employment or enhance their current employment. See [Guidance for Performance Measures for ARC Projects](#) for information on identifying outputs and outcomes.
- Provide a credible and established methodology for estimating each impact measure that results from the project.
- If project has "jobs created," "jobs retained," or "leveraged private investment" as an Outcome, attach letters documenting job or investment commitments, if available. Such letters will be required prior to award.
- If the project's performance measures include other paired outcomes such as businesses, organizations, or participants "improved," provide a definition of what improvement means and an explanation for how the improvement will be tracked and measured.

10.4 Budget Information and Supporting Materials—Non-Construction Projects (Section 4)

10.4.1 Detailed Budget and Budget Narrative

- Attach 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 project by key personnel, contractors, or consultants. (After grant is awarded, all time should be tracked by actual hours worked for each individual.)
- If budget includes land or buildings, provide a Member Appraisal Institute (MAI) or comparable appraisal.

10.4.2 Non-ARC Funding Commitments

- Identify each non-ARC funding source as federal, state, local, or private. Include a letter of commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.) if available at time of submission. Commitment from each match source will be required within 90 days of notification that the application is being considered for funding.
- Provide descriptions of in-kind resources, including the methods used to determine their value.

10.5 Budget Information and Supporting Materials—Construction Projects (Section 4)

10.5.1 Engineering or Architectural Budget

- Provide an engineering or architectural budget detailing line item project costs. The project total from the engineering or architectural budget should match the total on Standard Form 424C. (Note that for construction projects only, ARC does not require a breakdown of expenditures by funding source.) Include details, such as linear feet to be constructed, square footage built, acreage served, and timelines for starting and completing each component.
- Include a line item for legal and administrative costs in the budget. This amount should cover the costs of providing project administration tasks including but not limited to environmental review, Davis-Bacon Act compliance, and procurement management.
- If the ARC project is part of a larger, multi-phase project, provide only the detailed budget information that corresponds to the total budget for the ARC and

matching funds. Example: A proposed ARC project includes \$150,000 of ARC funds and \$200,000 of matching funds. This \$350,000 project is part of a \$1 million multi-phase project. Applicant will provide detailed budget information only for the scope of the \$350,000 ARC project, and will describe the rest of the larger \$1 million project in the Project Narrative section.

- If budget includes land or buildings, provide an MAI appraisal or comparable appraisal.

10.5.2 Basic Agency Letter Committing to Administer ARC Funds (Construction Projects Only)

- Address the letter to the Executive Director of the Appalachian Regional Commission.
- The letter must be on agency letterhead and signed by an authorized official; state the basic agency's willingness to administer the project if approved by ARC; the ARC grant amount; the total matching funds amount; the total project cost; and the name and email of the primary basic agency contact person(s) for project management and financial management of the grant.
- For projects that will be administered by the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) Program or CDBG Entitlement Program, the HUD certification form is the basic agency commitment letter.

10.6 ARC Match Rate Calculation (Section 5)

List each county the project will serve and the economic status of each county. See ARC's [County Economic Status tables and map](#) to identify county economic status for fiscal year 2021 (FY21). For further match-related questions, contact the state ARC program manager.

10.7 Additional Documentation (Section 6)

Applicants are to minimize the number and size of attachments and appendices submitted with their proposal. Rather than attaching full documents, applicants are advised to briefly quote relevant sections in the narrative and provide links to the full documents online. Attach only items requested above and pertinent supporting materials that will lead to a better understanding of the proposed project. Do not include form letters.

Supportive documents and completion of additional forms may be required after the application has been preliminarily selected for funding.