



FY 2023 INSPIRE Initiative

Request for Proposals Application Checklist

Note: This checklist aims to serve as a helpful guide and “table of contents” for your application package. **Please read the [entire request for proposal \(RFP\)](#) for more information on the detailed requirements needed for successful application to this initiative.**

Acronyms: IMP = Implementation Grants; PLN = Planning Grants.



Executive Summary Refer to page 9 (IMP) and 15 (PLN) in RFP for more details

- Provide a one-page executive summary of project purpose, goals and strategies, key activities, strategic alignment, collaborative partnerships, organizational capacity, and performance measures. Visit the ARC website for an [Executive Summary template](#).



Statement of Need Refer to page 9 (IMP) in RFP for more details

- Describe the service area.
- List ARC counties impacted by the project.
- Describe the target population, why this population was selected, and how the applicant plans to recruit this population. **Note:** Whether your project targets adults and/or youth, the overall program design must address the economic impact of SUD and tie back to workforce entry or reentry.
- Describe community needs as they pertain to the expansion, creation, or improvement of a recovery ecosystem.
- Describe the needs of businesses.
- Identify economic and workforce-related challenges to workforce participation in the proposed service area.
- Identify any gaps in behavioral health services, training, employment, and provision of support services, including wraparound services for those in recovery, available in the service area. Explain your community’s capacity to create a recovery ecosystem to respond to these gaps and connect these responses to the priorities of the INSPIRE Initiative.
- Identify any anticipated challenges related to COVID-19 that may affect or hinder program delivery and the planning process.



Project Description Refer to page 10 (IMP) and page 15 (PLN) in RFP for more details

- Describe the project’s primary purpose, main activities, and expected deliverables.
- Project proposals must have multiple stakeholders engaged in project implementation from the private, public, and nonprofit sectors, and from

multiple disciplines.

- Applicants must describe community and regional commitment to the proposed project by combining ARC resources with other public, private, and philanthropic resources.
- Description of the applicant’s organizational mission and work.
- Connect the mission of the organization to the seven priorities of the INSPIRE Initiative.
- Develop a work plan and timeline.
- Describe how the proposal aligns with the needs of businesses and organizations that provide wraparound services for those in recovery.
- Explain how the proposed project will assist employers in meeting their workforce and business needs, including how the target population will acquire the necessary training and skills in order to be placed in appropriate and in-demand employment opportunities.
- Explain how the project expands or creates linkages between workforce development organizations, training providers, organizations that provide wraparound services for individuals in recovery, employers, and any other partners.
- Submit at least three letters of engagement from partners who will participate in the proposed project.



Projected Outputs and Outcomes (Performance Measures) Refer to page 11 (IMP) and page 16 (PLN) in RFP for more details

- Identify the anticipated long-term benefits to the participants, employers, and communities served by the grant, explaining how the activities and investments made under the grant continue to benefit the workforce and the economy five years after the end of the project. See [ARC’s Guide to Performance Measures](#) for accepted project outputs (activities and deliverables) and project outcomes (measurable impacts and results). Also see [Appendix 7: INSPIRE Logic Model & Performance Measures](#).
- *Implementation Grants*: Outcomes achieved by the end of the grant period must include the number of individuals who obtain new or improved employment opportunities (e.g., internships/apprenticeships, part-time positions, full-time positions, etc.) and retain employment for a period of time that is appropriate for the project and employment opportunity.
- *Planning Grants*: Include a description of how project stakeholders envision the proposed project transforming and furthering the long-term community and economic development of the project region. This output for a planning grant must include the Plan/Report measure.



Strategic Alignment Refer to page 12 (IMP) and page 16 (PLN) in RFP for more details

- Explain how your project aligns with the goals of the ARC Strategic Plan and the strategy statements of the states in which you will be operating. See ARC’s strategic plan, [Appalachia Envisioned: A New Era of Opportunity](#), and [State Plans and Strategies](#), respectively.



Budget, Budget Narrative, and Match Funding

Requirements Refer to page 12 (IMP) and page 16 (PLN) in RFP for more details

- All items included on the Standard Form (SF) 424A Budget form and in the budget narrative, including personnel, equipment, and minor construction, must align with the project as described.
- Provide a detailed budget that lists the sources and uses of ARC funds and all non-ARC matching funds.
- The budget narrative must include a detailed explanation of expenditures by the line items listed on the 424A Budget form.
- The (SF) 424A Budget form and Budget Narrative Template are available on the [ARC website](#).
- Include information on your organization's procurement procedures and submit a copy of the procurement policy.



Feasibility Refer to page 13 (IMP) and page 17 (PLN) in RFP for more details

- Ensure that the work plan, timeline, budget, and staff resources are consistent with the project description and expected outputs and outcomes of the project.



Organizational Capacity Refer to page 13 (IMP) and page 17 (PLN) in RFP for more details

- Demonstrate the project team's ability to undertake/accomplish the proposed scope of work including, but not limited to, the project teams' qualifications and experience managing sizeable grants and federal awards; familiarity with federal grant regulations; and organizational policies, procedures, and systems.



Required Forms Refer to page 13 (IMP) and page 17 (PLN) in RFP for more details

- Submit the following required forms:
 - [ARC Memorandum of Understanding \(MOU\)](#)
 - [Application for Federal Assistance \(SF424\)](#)
 - [Budget Information for Non-Construction Programs \(SF424A\)](#)
 - [Assurances for Non-Construction Programs \(SF424B\)](#)
 - [Appendix 1: Budget Narrative](#)
 - [Appendix 4: Workplan & Timeline](#)
 - [Appendix 6: Final Application Narrative Template \(for IMP grants\)](#)
 - [Appendix 6: Final Application Narrative Template \(for PLN grants\)](#)

