

## ARC Non-Construction Project Application Checklist

All applicants requesting ARC investment funding should use this checklist to develop a complete project application. The framework for the checklist is based on [ARC's 2022-2026 Strategic Plan](#), which emphasizes strategic focus, collaboration, sustainability, and measurable impact. Words in bold identify materials that should be included as supporting materials.

List the page in your application where the required information can be found in the blank space next to each section and subsection. Submit completed applications to your state's ARC program office.

**SECTION 1: Transmittal Letter** (usually provided by the state upon recommendation to ARC).

**SECTION 2: REQUIRED APPLICATION FORMS, Pages #\_\_\_\_**

*\*Please Note: Applicants must be registered in System for Award Management (SAM) and have an active Unique Entity Identifier (UEI). UEIs need to be renewed every year; any lapse may result in deactivation which may take months to remedy. See <https://sam.gov/content/duns-uei> for more information.*

- ☐ Federal Standard Form 424: Application for Federal Assistance (include ARC funds and all matching funds; applicant match must be placed in the "local" line item)
- ☐ Federal Standard Form 424A: Budget Information for Non-Construction Programs
- ☐ Federal Standard Form 424B: Non-Construction Assurances
- ☐ ARC Memorandum of Understanding
- ☐ Any forms required by state ARC program offices (ARC Form 3 may be required)

Find all required forms on ARC's website <https://www.arc.gov/resource/standard-forms-for-non-construction-applications/>

**SECTION 3: EXECUTIVE SUMMARY, Page #\_\_\_\_**

- ☐ Provide a short executive summary of project goals and strategies, purpose, key activities, strategic rationale, collaborative partnerships, project sustainability and capacity, and performance measures. This should be a synopsis of the longer project narrative, provided in Section 4.

For format and guidance, please see ARC Executive Summary template found here: <https://www.arc.gov/resource/executive-summary-template-for-arc-applications/>

**SECTION 4: PROJECT NARRATIVE**

*Formatting instructions: Use the headings below as headings in the project narrative. The suggested length of the narrative is five to eight pages. Please number the pages.*

**1. Goals and Strategies, Page #\_\_\_\_**

- ☐ List the primary ARC goal and objective the project will address (one goal and one objective only).

See ARC's 2022-2026 Strategic Plan for a list of ARC goals and objectives: <https://www.arc.gov/strategicplan/>

- ☐ List the primary ARC state strategy the project will address. Consult your state's most recent Strategy Statement and your state's ARC program manager for additional guidance.

Find your State's Strategy Statement here: <https://www.arc.gov/state-plans-strategies/>

## 2. Project Description, Page #\_\_\_\_

- ❑ Describe the project's primary purpose, main activities, and expected outcomes.
- ❑ 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.

See ARC's County Economic Status tables and Distressed Area information:

<https://www.arc.gov/classifying-economic-distress-in-appalachian-counties/>

- ❑ Provide a detailed work plan that includes a description of all major project activities (what will be done and by whom) and timelines for each activity during the project. Include as many details as possible.

Find workplan template here: <https://www.arc.gov/resource/workplan-template/>

## 3. Strategic Rationale, Page #\_\_\_\_

- ❑ Describe any problems, opportunities, or local/regional demand that the project will address and how these issues impact the community.
- ❑ Provide letters of demand from businesses and other community stakeholders that attest to the impact of the proposed project.
- ❑ Explain why the proposed project is the most practical, cost-effective, and beneficial way to achieve the desired results when compared to alternative approaches.
- ❑ Explain how the proposed project represents progress toward addressing a regional strategy, such as a comprehensive economic development strategy or a local visioning process.
- ❑ Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area).
- ❑ Make sure to note if the proposed project is a continuation or expansion of an ongoing program as well as whether the project previously received ARC funding. If it is a continuation or expansion, describe the program's outputs and outcomes to date, as well as other project milestones reached.

## 4. Performance Measures, Page #\_\_\_\_

- ❑ List the expected outputs and outcomes of the project.

For information on identifying outputs and outcomes, please see

<https://www.arc.gov/resource/guide-to-arc-project-performance-measures/>

- ❑ Provide a credible and established methodology for estimating each performance measure that results from the project.
- ❑ If project has "jobs created," "jobs retained," or "leveraged private investment" as a performance measure, attach letters documenting job or investment commitments  
\*Business Development projects do not need to include documentation letters for LPI.
- ❑ If the project's performance measures include a paired outcome of "served/improved", provide a definition of what improvement means and an explanation for how the improvement will be tracked and measured.

## 5. Collaborative Partnerships, Page #\_\_\_\_

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

## 6. Project Sustainability and Capacity, Page #\_\_\_\_

- ❑ Briefly describe applicant's capacity to undertake the proposed project by describing any previous experience with similar activities.
- ❑ 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.

## SECTION 5: BUDGET INFORMATION AND SUPPORTING MATERIALS

### 1. Detailed Budget and Budget Narrative, Page #\_\_\_\_

- ❑ Provide 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.

See here for ARC's budget narrative template: <https://www.arc.gov/resource/budget-narrative-template/>

- ❑ 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 individually).
- ❑ If the budget includes land or buildings, provide a MAI appraisal or comparable appraisal.

### 2. Non-ARC Funding Commitments, Page #\_\_\_\_

- ❑ 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.).
- ❑ Provide descriptions of in-kind resources, including the methods used to determine their value.

### 3. ARC Match Rate Calculation, Page #\_\_\_\_

- ❑ List each county the project will serve and the economic status of each county.

See here for information on ARC match requirements: <https://www.arc.gov/match-requirements-for-arc-grants/>

## SECTION 6: ATTACHMENTS AND ADDITIONAL INFORMATION (Appendices)

- ❑ Enclose pertinent supporting materials that will lead to a better understanding of the proposed project.
- ❑ Do not include form letters.

### Other Considerations:

\* Access to Capital applicants should reference the checklist and associated guidelines for that project type. Please see: <https://www.arc.gov/resource/access-to-capital-application-checklist/> and <https://www.arc.gov/resource/access-to-capital-projects-application-and-operating-guidelines/>

\*Applicants for ARC's competitive programs (POWER, ARISE, INSPIRE, READY) should reference the NOSA for any checklist items that are initiative-specific. Please visit ARC's website for more information <https://www.arc.gov/grants-and-opportunities/#funding-opportunities>

\*Additional application guidance based on project-type can be found here: <https://www.arc.gov/resource/application-guidance-by-project-type/>

\*Additional questions pertaining to ARC timelines, processes, and requirements should be directed to your State Program Manager. See here <https://www.arc.gov/appalachian-states/> for state-specific information.