



Partnerships for Opportunity and Workforce and Economic Revitalization (POWER)

Notice of Solicitation of Applications – Application Checklist

This checklist outlines the major components of the POWER 2025 application and required documentation. You can use this list to plan for what will be required should you apply for POWER funding. This checklist is not exhaustive of all application requirements - you should consult the [POWER Notice of Solicitation of Applications \(NOSA\)](#) and follow all instructions in the [POWER application portal](#) for the completion of your application. You may also use this resource as a final check prior to submitting your application.

POWER applications will only be accepted if submitted via the POWER application portal by **5:00 pm ET October 22, 2025**. To gain access to the POWER application portal, you must first complete a Letter of Intent (LOI) by 5:00 pm ET September 12, 2025. See [POWER 2025 NOSA](#) for more information.

Before you prepare any application documents, please ensure you carefully and completely review the POWER NOSA.

For any questions about this resource or the POWER Initiative please contact power@arc.gov.

General Considerations:

- Every applicant submits their POWER application through the POWER application portal. Once you're in the POWER application portal, ARC recommends you click through the entire application before you start filling it out. Think of the checklist below as a helpful preview; the portal itself is where you'll find a complete breakdown of all requirements for a successful submission.
 - Be mindful of page limits. Periodically check on the length of your narrative by using the “Preview PDF” feature in the POWER application portal.
 - If copy/pasting text from another document (e.g., Microsoft Word), be sure to clear formatting (e.g., font type, font size) before copying text into application. Allow yourself ample time to complete your copy/paste (i.e., do not wait until the application deadline) and confirm you are within the page limits.
 - Refrain from using tables in the body of your narrative as they will affect your page count and the formatting of your final application.
 - Submit your application as early as you can and at least 48 hours before the application deadline, Wednesday October 22, 2025. Late submissions will not be accepted.
- ✓ **Applicant Organization Information** – *Be prepared to share key organization and project details when you fill out the application. The fields listed below are not exhaustive but are among the most important pieces of information to prepare before you begin your application.*
- Organization Name
 - Employer/Taxpayer Identification Number (EIN/TIN)
 - System for Award Management (SAM)
 - CAGE Code
 - Unique Entity ID (UEI)
 - **Note:** To receive funding from ARC, applicants must maintain an active SAM registration while they have an active federal award or application under consideration by a federal awarding agency.
 - If your organization does not have an active SAM registration, we highly encourage you to register now at www.sam.gov. Never pay for this free service.

- Contacts
 - Throughout the application review process, ARC may need to contact the Primary Contact and/or Authorized Representative listed in your application. Ensure contacts remain attentive to correspondence from ARC and are able to respond in a timely manner.
 - Please list accurate and active phone numbers and email addresses for all relevant project contacts. Please do not use info@nonprofit.org or other general inbox for these contacts.
- ✓ **Project Narrative¹** - *The project narrative is the core of your application. Key sections are outlined below. For comprehensive information on each section, please consult the POWER 2025 NOSA or the POWER application portal.*
 - Executive summary
 - Project summary (up to 250 words)
 - Description of prior ARC grant awards
 - Project Description
 - Project plan
 - Timeline
 - Geographic scale
 - Coal Impact Narrative
 - Rationale
 - Alignment with ARC Strategic Investment Goals
 - Alignment with POWER Investment Priorities
 - Alignment with State and Regional Priorities
 - Addresses needs of project area
 - Evidence of local demand
 - **Note:** You will be asked to submit documentation of local demand for the proposed project such as *Letters of Support* from key stakeholders or consumer data. These *Letters of Support* will be submitted in a separate section of the application titled **File Uploads**.
 - Planning and supporting assessments (*Implementation applications only*)
 - Market Analysis (*Implementation applications only*)
 - Sustainability plan (*Implementation applications only*)

¹ Sections for budget, matching funds, and performance measures exist elsewhere in the application, however, we've grouped those important fields within this section of the checklist to help you prepare.

- Project Team
 - Partnerships
 - **Note:** In addition to your partnerships narrative, you will be required to provide a *Letter of Engagement* for each partner in your project. Letters should confirm the partner's commitment to supporting this project. These letters will be uploaded in a separate section of the application titled **File Uploads**.
 - Organizational Capacity
 - Readiness
- Projected Outputs and Outcomes
 - In a separate fillable template, you will enter the proposed outputs and outcomes of your application. Review [Guide to ARC Project Performance Measures](#) for a comprehensive list of all ARC project performance measures by project type.
 - Additionally, if applying for an implementation project, within the **Project Narrative** you will explain the methodology behind your estimated outputs/outcomes, providing evidence to support the proposed estimates.
 - If applying for a planning project, within the **Project Narrative** you will explain:
 - Transition to Implementation
 - Long-term impacts to community/region
- Match and Budget
 - In a separate fillable template, you will enter your budget and match information.
 - The fillable budget template will be a summary of your budget. This summary is separate from the required *Budget Narrative*. The *Budget Narrative* is your opportunity to expand and provide line-by-line details of your budget. The *Budget Narrative* will be submitted separately in another section of the application titled **File Uploads**.
 - The fillable match template will be a summary of your match sources.
 - Additionally, within the **Project Narrative**, you will be asked additional narrative questions about your budget and match, including:
 - Match status

- In-kind valuation methodology (applicable if you are providing in-kind match to this project).
 - Last, you are expected to provide *Match Commitment Letters*, for each of the committed match sources in your application. These *Match Commitment Letters* will be submitted in a separate section of the application titled **File Uploads**.
 - **Note:** Throughout your application, please round all expenses to the nearest whole dollar (i.e., no cents).
- ✓ **File Uploads** – *In addition to all fields outlined above, you will be expected to submit the following with your application:*
- Federal Standard Forms
 - [Standard Forms – Construction Projects](#)
 - [Standard Forms – Non-Construction Projects](#)
 - **Note:** The POWER application portal will have fillable versions of some of these forms, but others will be required as separate uploads.
 - Memorandum of Understanding (MoU) for ARC Projects
 - **Note:** This will be a fillable form in the POWER application Portal
 - Letters of Support / Evidence of Demand
 - Letters of Engagement
 - [Budget Narrative](#)
 - Match Commitment Letters
 - Map of project service area(s)
 - Resume/qualifications for key individuals involved in the project.
- ✓ **Additional Requirements** – *Certain types of projects have their own requirements in addition to the above requirements for all projects. Carefully review the additional requirements for each project type and submit relevant additional materials.*
- [Required Documentation for Access to Capital Projects](#)
 - [Required Documentation for Broadband Projects](#)
 - [Required Documentation for Construction Projects](#)
 - [Required Documentation for Tourism Construction Projects](#)