LDD ANNUAL ADMINISTRATIVE GRANT APPLICATION GUIDE

Applications in Pathways

Applicant Resource | Pathways Application

Use this guide as a standalone reference when preparing an LDD Annual Administrative Grant application in Pathways. The guide follows the application tabs and fields and provides the completion guidance supplied for the LDD application template.

PROJECT INFO TAB

Pathways Field	Completion Guidance
Status	N/A
Lead Applicant Organization	Applicable Department or Division
Does the Lead Applicant Organization (above) show the intended applicant organization?	Yes
Lead Applicant	LDD Discretion - usually the same as the Primary Contact
Project Title	LDD Annual Administrative Grant
Project Type	Implementation
Implementation Type	Non-Construction
States and Counties	All ARC counties within your jurisdiction
Executive Summary	
Project Purpose	Summarize the purpose of this project (1-2 sentences).
Project Summary	Summarize the major activities to be conducted. The description should address who, what, when, and how for each major activity (1-2 paragraphs).
Strategic Rationale Summary	Summarize the problems and/or opportunities the project will address, explain the critical circumstances that compel the project to be funded by ARC, and describe how the project supports a regional strategy or plan (1 paragraph).
Collaborative Partnerships Summary	Summarize local, regional, and/or state partnerships that will support the project (1 paragraph). Note: You may attach letters of engagement or similar documentation that verify partnerships as appendices to your application package.
Basic Project Information	
Application Number	State Prefix + Project Number + C + 1 (add 1 to previous continuation number)
Project Start Date	Calendar year, January 1
Project End Date	Calendar year, December 31st

APPLICANT INFO TAB

Pathways Field	Completion Guidance
Organization E O 12372 Review	No
Organization Delinquent	Yes or No, as applicable
Organizational Capacity	List all LDD staff who work on ARC projects. Include their name, title, and the primary tasks that they oversee in program operations. Note any vacancies that your program is currently looking to fill or any other staffing gaps that are anticipated over the next year. **Required attachment: Staffing Plan and Resumes**

CONTACTS

Pathways Field	Completion Guidance
Invite Collaborators	Invite all applicable contacts/collaborators who should have access to this project. Each LDD must have AT LEAST two different staff members identified. At the minimum this would include the individual acting as the primary contact and the individual designated as the Authorized Representative. Note: Any collaborators on a project will be able to view the full application, including budget details.
Applicant Contacts	This section will populate once contacts are added to the application.

PROJECT CLASSIFICATION TAB

Pathways Field	Completion Guidance
Goal	Select: Goal 5: Community Leaders and Capacity
Objective	5.3 Community Organizations and LDDs
State Goal	Optional
State Objective	Optional
State Strategy	Enter the appropriate state strategy: Required
Category	State & LDD Administration
Type	LDD Administrative Grant
Sub-Type	Technical Assistance
Performance Measures	Communities Served/Improved ONLY. • Communities served = the number of COUNTIES in your region. • Communities improved = the number of COUNTIES with approved and/or active ARC projects. • Counties, NOT municipalities. Timeframe: By Grant Closeout

Methodology	Explain how these measures will be documented and tracked (e.g., technical assistance, pre-award admin vs. post-award admin). An improved measure is calculated by the number of active or approved ARC grants serving that county.

FINANCIAL TAB

Pathways Field	Completion Guidance
Budget	
Detailed Budget	Complete the detailed budget as you would for any non-construction project. Make sure to include descriptions of each line item in the budget notes section. Additionally, account for all personnel who work on the ARC program, their salaries, as well as their time/effort calculation. MUST include Indirect Cost Rate Calculations. State the percentage used and declaration of why you are using less than the approved amount, if applicable. Reminders: • Fringe benefits should be completed as a separate line item. • An itemized supplies list should be attached if supplies are included as a line item. • When using indirect costs, include a NICRA or Cost Allocation Plan as applicable. Also include the exact percentage used, calculation, and notice about using the full amount or less than the approved percentage. • Travel needs to clearly define what is included. Identify the places, events, and activities that are known or anticipated. MUST include trainings you will attend to meet the annual training requirement. • Make sure any direct expenses are specific to the LDD agreement and are not duplicative of costs associated with other ARC grants. (PA Applicants: Remove all mention of PREP in the budget and subsequent documents.)
Funding	
Project Funding Sources	ARC: Proposed; Match: Committed
Procurement Procedures	Note the procurement policy that is in place for your department. Ensure that it maintains at least minimal compliance with 2 CFR 200.

NARRATIVE TAB

Pathways Field	Completion Guidance
Overview	
Project Description	Describe the project's primary purpose, main activities, and expected outcomes (the who, what, when, where, and how of main project deliverables). For example, deliverables should include the intended number of applications and/or counties assisted. Identify the number of counties, by name, to whom you will provide technical assistance. Include meetings attended, hosted, or led; trainings you will provide to your region; the current list of open ARC applications; and all planned travel, conferences, etc. Attachment: Workplan
Project Geography	Identify your region. Provide updated annual data. Identify what counties, communities, and cities are in your region. Identify your county designations for the current year and employment status percentages. Paint a realistic image of your region. This section should include 5-10 sentences. Attachment: Regional map
Rationale	
Strategic Rationale	Describe any economic development problems and/or opportunities that the project will address and how these issues impact the community (3-5 sentences).
Regional Strategy and Planning Assessments	Explain how the proposed project represents progress toward addressing a regional strategy, such as a comprehensive economic development strategy or local visioning process.
Evidence of Local Demand	Describe local/regional demand for your project. Summarize any letters of demand or support. Make sure to include these letters as attachments. 4-5 sentences.
Long-Term Impacts	Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area). 2-3 sentences.

ATTACHMENTS

Pathways Field	Completion Guidance
Select Green "+" to attach documentation	
Budget Narrative	MUST have indirect cost rate calculator section completed
Transmittal Letter	Must be on letterhead and signed by state alternate. ARC amount must be included. Do not include match amount.
Timeline/Workplan	
List of Open ARC projects	
Supplies list	If supplies are included as a budget line item
Match Letter	Required for each match source listed
Regional Map	

CEDS, Regional Plan, or Letters of Demand	As applicable
Resumes	
Staffing Template	
NICRA/Cost Allocation Plan	

ASSURANCES

Pathways Field	Completion Guidance
Assurances - Non-Construction Programs	
Non-Construction Assurances Acknowledgement	Review and Certify
MOU	
ARC MOU Acknowledgement	Review and Certify

AFFA/SF-424

Pathways Field	Completion Guidance
AFFA/SF-424	Must be certified by Authorized Representative