



## Checklist for Appalachian Regional Commission Non-Construction Project Applications

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 Strategic Plan which emphasizes strategic focus, collaboration, sustainability and measurable impact.

In the column at left, list the page number in the application where the required information can be found. Submit completed applications to the state ARC program office.

### SECTION 1: EXECUTIVE SUMMARY

Provide a 2-page executive summary of project goals and strategies, purpose, key activities, strategic rationale, collaborative partnerships, project sustainability and capacity, and impact measures. See the [Executive Summary template](#) for format and guidance.

### SECTION 2: REQUIRED APPLICATION FORMS

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

- Federal Standard Form 424 (Include ARC funds and all matching funds)
- Federal Standard Form 424A (Budget Information)
- Federal Standard Form 424B (Non-Construction Assurances)
- ARC Memorandum of Understanding
- Forms required by state ARC program offices (ARC Form 1 or Form 3 may be required)

### SECTION 3: PROJECT NARRATIVE

*Formatting instructions: Use the headings below as headings for project's narrative. The suggested length of the narrative is 5-8 pages. Please number the pages.*

#### 1. Goals and Strategies

- List the primary ARC goal and the primary ARC objective the project will address (one goal and one objective only). ARC's 2016-2020 Strategic Plan for a list of ARC goals and objectives.
- List the primary ARC state strategy the project will address. See your state's most recent [ARC Four-Year Development Plan](#) for a list of strategies. Also contact the state ARC program manager for additional guidance.

#### 2. Project Description

- Provide a brief statement that describes the project's primary purpose, main activities, and expected impacts. This statement can also be used as the purpose statement in the Executive Summary.
- 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 of the project's entire service area. Attach maps to illustrate the project's service area.

#### 3. Strategic Rationale

- Describe any problems, opportunities, or local/regional demand that the project will address and how these issues impact the community.
- 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.

	<p><b>SECTION 3: PROJECT NARRATIVE, cont'd.</b></p> <ul style="list-style-type: none"> <li>• 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 to date, as well as other project milestones reached.</li> <li>• Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area).</li> </ul>
	<p><b>4. Collaborative Partnerships</b></p> <ul style="list-style-type: none"> <li>• Describe any partnerships or collaborations with other local community, state, regional, and federal partners in the development of the proposal.</li> <li>• Provide letters of engagement from partner organizations that commit to undertake specific activities in support of the project.</li> </ul>
	<p><b>5. Project Sustainability and Capacity</b></p> <ul style="list-style-type: none"> <li>• Briefly describe applicant's capacity to undertake the proposed project by describing previous experience with similar activity.</li> <li>• Describe experience in managing grants and federal awards.</li> <li>• Describe the qualifications of key individuals who will manage and operate the project. Attach position descriptions or brief resumes of these individuals.</li> <li>• Describe the qualifications of all consultants and subcontractors, if any, and describe the competitive procedures that will be used to select them.</li> <li>• 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.</li> </ul>
	<p><b>6. Impact Measures</b></p> <ul style="list-style-type: none"> <li>• List the expected outputs and outcomes of the project. See the <a href="#">Guide to ARC Project Performance Measures</a> for information on identifying outputs and outcomes.</li> <li>• Provide a credible and established methodology for estimating each impact measure that results from the project.</li> <li>• If project has "jobs created," "jobs retained," or "leveraged private investment" as an impact measure, attach letters documenting job or investment commitments, if available.</li> </ul>
	<p><b>SECTION 4: BUDGET INFORMATION AND SUPPORTING MATERIALS</b></p> <p><b>1. Detailed Budget and Budget Narrative</b></p> <ul style="list-style-type: none"> <li>• Provide a detailed budget that lists the sources and uses of ARC funds and all non-ARC matching funds.</li> <li>• 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.</li> <li>• 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.)</li> <li>• If budget includes land or buildings, provide an MAI appraisal or comparable appraisal.</li> </ul> <p><b>2. Non-ARC Funding Commitments</b></p> <p>Identify each non-ARC funding source as federal, state, local, or private. Include a letter of</p>

	<p><b>SECTION 4: BUDGET INFORMATION AND SUPPORTING MATERIALS , cont'd</b></p> <ul style="list-style-type: none"> <li>• commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).</li> <li>• Provide descriptions of in-kind resources, including the methods used t</li> </ul>
	<p><b>3. ARC Match Rate Calculation</b></p> <ul style="list-style-type: none"> <li>• List each county project will serve and the economic status of each county. See <i>ARC County Economic Status and Match Rates</i> table on the ARC website to identify county economic status. For further match-related questions, contact the state ARC program manager.</li> </ul>
	<p><b>4. Additional Documentation</b></p> <ul style="list-style-type: none"> <li>• Enclose pertinent supporting materials that will lead to a better understanding of the proposed project. Do not include form letters.</li> </ul>

**Reference Documents:**

[www.arc.gov/images/newsroom/publications/sp/InvestinginAppalachiasFutureARCs2016-2020StrategicPlan.pdf](http://www.arc.gov/images/newsroom/publications/sp/InvestinginAppalachiasFutureARCs2016-2020StrategicPlan.pdf)

**State ARC Four-Year Development Plans**

[www.arc.gov/stateplans](http://www.arc.gov/stateplans)

**ARC Project Guidelines**

<http://www.arc.gov/publications/ARCProjectGuidelinesContents.asp>

**ARC County Economic Status**

<http://www.arc.gov/funding/ARCCountyEconomicStatusandMatchRatesFY2016.asp>

[http://www.arc.gov/appalachian\\_region/CountyEconomicStatusandDistressedAreasinAppalachia.asp](http://www.arc.gov/appalachian_region/CountyEconomicStatusandDistressedAreasinAppalachia.asp)

**ARC Grantee Forms and Instructions**

[www.arc.gov/forms](http://www.arc.gov/forms)