Appalachian Regional Commission

North Carolina Appalachian Regional Commission Program
Non-Construction Application

Full Applications for the 2023 Federal Fiscal year are due by 5:00 p.m. on August 1, 2022. Full applications should be emailed to ARC@commerce.nc.gov. Please include "FY 2023 ARC Application - Organization Name" in the email subject line. Electronic applications are required. Incomplete applications will not be accepted.

Applications and other resources are available at the following website: https://www.nccommerce.com/about-us/divisions-programs/rural-economic-development/appalachian-regional-commission#documents

For questions, please contact Olivia Collier, ARC Program Manager at ocollier@nccommerce.nc.gov, or by phone at (919) 814-4656.

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.

SECTION 1: Page # ____ EXECUTIVE SUMMARY

❑ Provide a two-page executive summary of project goals and strategies, purpose, key activities, strategic rationale, collaborative partnerships, project sustainability and capacity, and performance measures. See the ARC Executive Summary template for format and guidance.

SECTION 2: Page # ____ REQUIRED APPLICATION FORMS

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

❑ Federal Standard Form 424: Application for Federal Assistance (Include ARC funds and all matching funds)
❑ Federal Standard Form 424A: Budget Information for Non-Construction Programs
❑ Federal Standard Form 424B: Assurances for Non-Construction Programs
❑ ARC Memorandum of Understanding
❑ Certification Regarding Debarment, Suspension and Other Responsibility Matters

SECTION 3: Page # ____ 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.   Page # ____ Goals and Strategies

❑ List the primary ARC goal and the primary ARC 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.
❑ List the primary ARC state strategy the project will address. Consult your state's most recent Development Plan and your state's ARC program manager for additional guidance.

2.   Page # ____ Project Description

❑ Describe the project's primary purpose, main activities, and expected outcomes.
❑ 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 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 (and economic status, particularly if a Distressed Area) of the project's entire service area.

3.   Page # ____ Strategic Rationale

❑ 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.
- ❑ 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.
- ❑ Describe other project benefits likely to result from the project (e.g., positive impact on future economic development activity in the area).

4. Page # ___ Collaborative Partnerships

- ❑ 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.

5. Page # ___ Project Sustainability and Capacity

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

6. Page # ___ Performance Measures

- ❑ List the expected outputs and outcomes of the project. See the Guide to ARC Project Performance Measures for information on identifying outputs and outcomes.
- ❑ 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**, if available.
- ❑ If the project's performance measures include a paired outcome such as "businesses, communities, households, organizations, participants, patients, students, or workers/trainees improved," provide a **definition** of what improvement means and an explanation for how the improvement will be tracked and measured.

SECTION 4: Page # ___ BUDGET INFORMATION AND SUPPORTING MATERIALS

1. Page # ___ Detailed Budget and Budget Narrative

❑ 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.

❑ 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.)

❑ If budget includes land or buildings, provide **a MAI appraisal or comparable appraisal**.

2. Page # ___ Non-ARC Funding Commitments

❑ 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. Page # ___ ARC Match Rate Calculation

❑ **List** each county the project will serve and the economic status of each county. For further match-related questions, contact your state's ARC program manager.

4. Page # ___ Additional Documentation

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

Reference Documents:
ARC Strategic Plan

North Carolina ARC Four-Year Development Plan

ARC Project Guidelines

Revised May 2022