



Appalachian
Regional
Commission

January 19, 2023

North Carolina ARC Project Applications Construction Projects

Pre-application Webinar

Agenda

❖ Introductions & Program Overview (10 min)

❖ Application Checklist (40 min)

- ✓ Required Application Forms
- ✓ Executive Summary
- ✓ Project Narrative
- ✓ Performance Measures
- ✓ Budget, Match
- ✓ Supporting Materials

❖ Compliance (5 min)

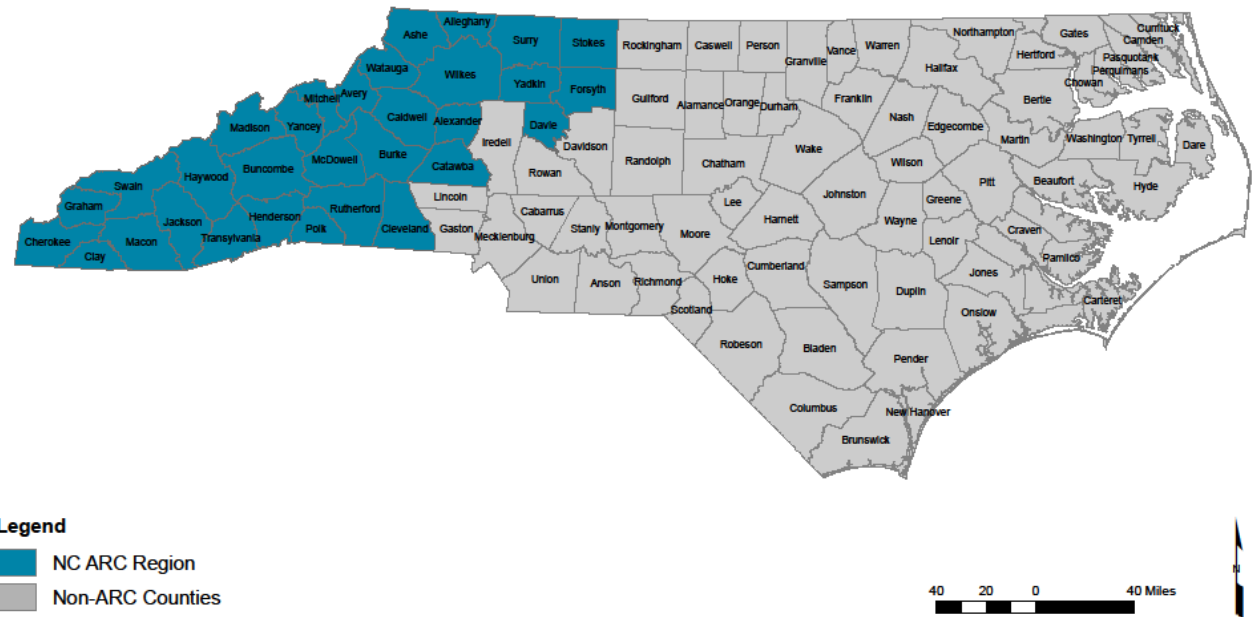
❖ Next Steps & Wrap Up (5 min)

ARC in NC

ARC in North Carolina

Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Cherokee, Clay, Cleveland, Davie, Forsyth, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Stokes, Surry, Swain, Transylvania, Watauga, Wilkes, Yadkin, and Yancey

North Carolina Appalachian Regional Commission: ARC Counties

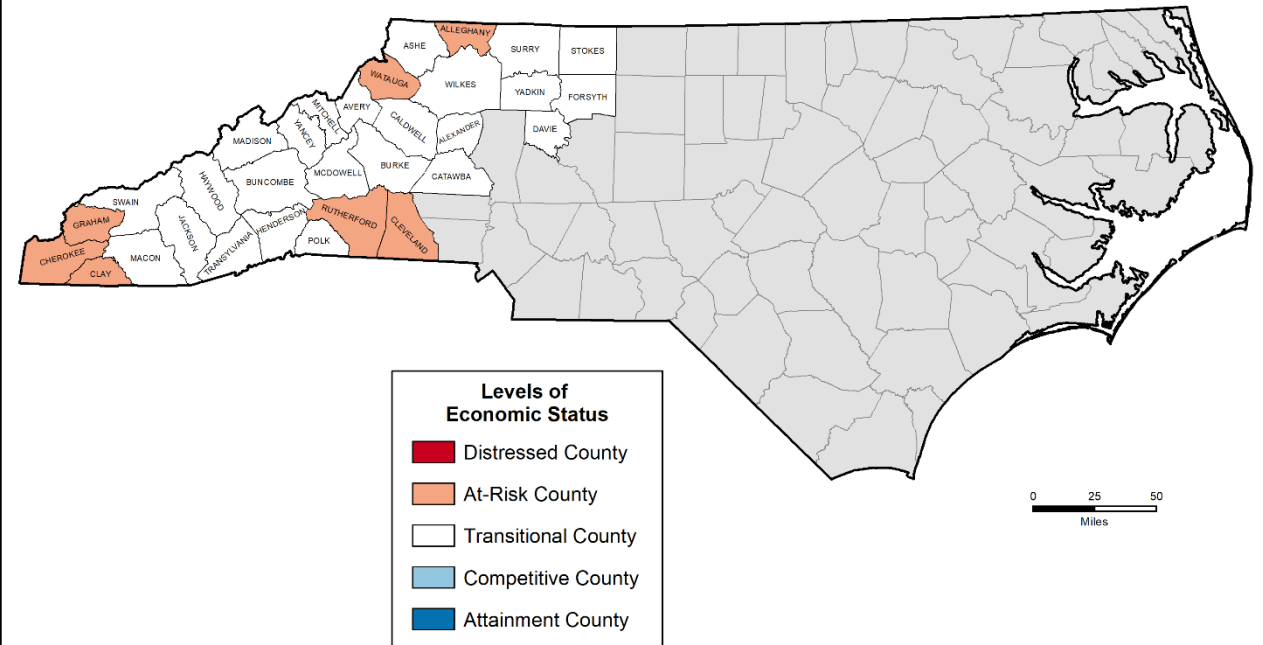


County Economic Status, FY 2023

ARC's five county economic status designations are based on three indicators: three-year average unemployment rates, per capita market income, and poverty rates.

- **Distressed:** The most economically depressed counties, ranking in the worst 10% of the nation's counties
- **At-risk:** Counties at risk of becoming distressed
- **Transitional:** Counties transitioning between at-risk and competitive status.
- **Competitive:** Counties able to compete in the national economy but don't rank in the highest 10% of the nation's counties.
- **Attainment:** The economically strongest counties, ranking in the best 10% of the nation's counties.

County Economic Status in Appalachian North Carolina,
Fiscal Year 2023





NORTH CAROLINA

STATE PROFILE | FISCAL YEAR 2021
(OCTOBER 1, 2020–SEPTEMBER 30, 2021)

FISCAL YEAR 2021 INVESTMENT SNAPSHOT



\$8.9M ARC INVESTMENT*

\$23.1M PROJECT MATCH

\$32.0M TOTAL PROJECT INVESTMENT

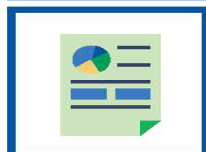
33 PROJECTS

\$88.1M ADDITIONAL PRIVATE INVESTMENTS LEVERAGED

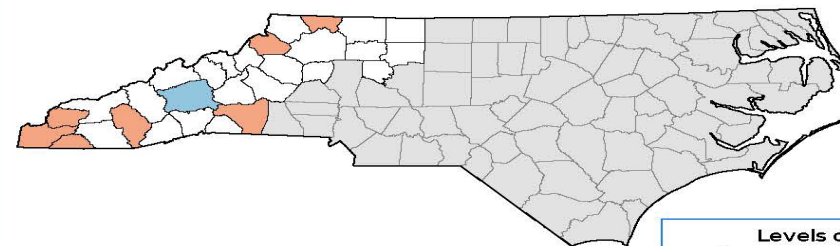
980 JOBS CREATED OR RETAINED

1,550 STUDENTS AND WORKERS TRAINED AND EDUCATED

1,835 HOUSEHOLDS/BUSINESSES SERVED WITH INFRASTRUCTURE



FY 2021 COUNTY ECONOMIC STATUS IN NORTH CAROLINA



Levels of Economic Status

- Distressed County
- At-Risk County
- Transitional County
- Competitive County
- Attainment County
- Non-Appalachian County

FISCAL YEAR 2021 INVESTMENT PRIORITIES



READY WORKFORCE

\$4.2M

invested to increase the education, knowledge, skills, and health of North Carolina's Appalachian residents to work and succeed



CRITICAL INFRASTRUCTURE

\$2.2M

invested in North Carolina's critical infrastructure development, including broadband, transportation, and water/wastewater systems



ECONOMIC OPPORTUNITIES

\$1.4M

invested in entrepreneurial strategies to strengthen the economy in Appalachian North Carolina



LEADERSHIP & COMMUNITY CAPACITY

\$1.1M

invested to build the capacity and skills of Appalachia's current and next-generation leaders and organizations in North Carolina to advance community and economic development

*An additional \$5 million in Federal-aid Highway funds was approved by ARC for North Carolina projects through the Local Access Road program.

APPALACHIAN REGIONAL COMMISSION

LEARN MORE: [ARC.GOV/NORTH-CAROLINA](https://arc.gov/north-carolina)



Appalachian
Regional
Commission

NC ARC Funding Timeline - FY 2023 2nd Round Projects

Timeline

- Pre-Application Packet published on-line October 1, 2022.
- Pre-Applications will be due on November 10, 2022.
- Applicants will be invited to submit full applications by December 16, 2022.
- **Application Workshop – January 2023**
- Full Applications will be due on January 31, 2023 by 5:00 p.m.
- Governor's Project Recommendations will be submitted to ARC by March 1, 2023.

*Dates subject to change.

The Application Checklist

The Four Pillars of ARC Projects



Four Keys to Writing a Solid Application

Clear

Concise

Comprehensive

Consistent

The Construction Project Application Checklist: Your Guide to Creating a Complete Application Package

<https://www.arc.gov/wp-content/uploads/2022/11/Construction-Project-Application-Checklist.pdf>

ARC 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

SECTION 2: REQUIRED APPLICATION FORMS, Page # ____

Include the required application forms:

- ☐ Federal Standard Form 424: Application for Federal Assistance
(Include ARC funds and all matching funds)
- ☐ Federal Standard Form 424C: Budget Information
- ☐ Federal Standard Form 424D: Construction Assurances
- ☐ ARC Memorandum of Understanding
- ☐ Forms required by state ARC program offices (ARC Forms 1 or 2 may be required)

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. See the ARC [Executive Summary template](#) for format and guidance.

SECTION 4: PROJECT NARRATIVE, Page # ____

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 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 Strategy Statement and your state's ARC program manager for additional guidance.

2. Project Description, Page # ____

- ☐ 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 map.
- ☐ 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. Include details, such as linear feet to be constructed, square footage built, acreage served, and timelines for starting and completing each component.
- ☐ For projects where energy-efficiency can be improved (in the scope of the project), discuss efforts that may have been made to improve the energy-efficiency and green-building practices of the project, as outlined in ARC's Project Guidelines.
- ☐ For industrial sites or community facilities, describe approaches to marketing the project to potential users and beneficiaries, including strategic sectors to be pursued and an explanation of who will be responsible for marketing activities. Describe any plans for leasing or transferring ownership of the property, if applicable.

Section 1: State Transmittal Letter

(NC State Program Manager will provide)

Section 2: Required Application Forms

Required Federal Forms:

- Federal Standard Form 424: Application for Federal Assistance
- Federal Standard Form 424C: Budget Information
- Federal Standard Form 424B: Grantee Assurances
- ARC Memorandum of Understanding

www.arc.gov/grant-resources/



Standard Form 424

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424	
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision
* If Revision, select appropriate letter(s): <input type="text"/>	
* Other (Specify): <input type="text"/>	
* 3. Date Received: <small>Completed by Grants.gov upon submission.</small>	4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>	5b. Federal Award Identifier: <input type="text"/>
State Use Only:	
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:	
* a. Legal Name: <input type="text"/>	
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>
d. Address:	
* Street1: <input type="text"/>	
* Street2: <input type="text"/>	
* City: <input type="text"/>	
* County/Parish: <input type="text"/>	
* State: <input type="text"/>	
* Province: <input type="text"/>	
* Country: <input type="text"/>	
* Zip / Postal Code: <input type="text"/>	
e. Organizational Unit:	
Department Name: <input type="text"/>	Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
Title: <input type="text"/>	
Organizational Affiliation: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text"/>	
Type of Applicant 2: Select Applicant Type: <input type="text"/>	
Type of Applicant 3: Select Applicant Type: <input type="text"/>	
* Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text"/>	
CFDA Title: <input type="text"/>	
* 12. Funding Opportunity Number: <input type="text"/>	
* Title: <input type="text"/>	
13. Competition Identification Number: <input type="text"/>	
Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: <input type="text"/>	* b. Program/Project: <input type="text"/>
Attach an additional list of Program/Project Congressional Districts if needed. <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text"/>	* b. End Date: <input type="text"/>
18. Estimated Funding (\$):	
* a. Federal: <input type="text"/>	
* b. Applicant: <input type="text"/>	
* c. State: <input type="text"/>	
* d. Local: <input type="text"/>	
* e. Other: <input type="text"/>	
* f. Program Income: <input type="text"/>	
* g. TOTAL: <input type="text"/>	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
<input type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
Authorized Representative:	
Prefix: <input type="text"/>	* First Name: <input type="text"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text"/>	
Suffix: <input type="text"/>	
* Title: <input type="text"/>	
* Telephone Number: <input type="text"/>	Fax Number: <input type="text"/>
* Email: <input type="text"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

Make sure to use correct legal name, include all funding sources, have all authorized reps sign, and include email of authorized rep

SF424B – Grantee Assurances

OMB Approval No. 0348-0040

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1081-1083, and 1085-1086), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§801 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

SF-424C – Construction Project Budget Form

BUDGET INFORMATION - Construction Programs				OMB Approval No. 0348-0041
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.				
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)	
1. Administrative and legal expenses	\$.00	\$.00	\$.00	
2. Land, structures, rights-of-way, appraisals, etc.	\$.00	\$.00	\$.00	
3. Relocation expenses and payments	\$.00	\$.00	\$.00	
4. Architectural and engineering fees	\$.00	\$.00	\$.00	
5. Other architectural and engineering fees	\$.00	\$.00	\$.00	
6. Project inspection fees	\$.00	\$.00	\$.00	
7. Site work	\$.00	\$.00	\$.00	
8. Demolition and removal	\$.00	\$.00	\$.00	
9. Construction	\$.00	\$.00	\$.00	
10. Equipment	\$.00	\$.00	\$.00	
11. Miscellaneous	\$.00	\$.00	\$.00	
12. SUBTOTAL (sum of lines 1-11)	\$ 0 .00	\$ 0 .00	\$ 0 .00	
13. Contingencies	\$.00	\$.00	\$.00	
14. SUBTOTAL	\$ 0 .00	\$ 0 .00	\$ 0 .00	
15. Project (program) income	\$.00	\$.00	\$.00	
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$.00	\$.00	\$.00	
FEDERAL FUNDING				
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.		Enter eligible costs from line 16c Multiply X _____ %		\$ 0.00

Memorandum of Understanding (MOU)

Appalachian Regional Commission
Program Operations Division
1666 Connecticut Ave, NW
Washington, DC 20009

Phone 202-884-7750
Fax 202-884-7682

Memorandum of Understanding For ARC Projects

Project Name: _____

State: _____ Federal Agency: _____

The Following Conditions Apply to all ARC Projects

Deadline:	The Commission may revoke or revise its approval of any project if work intended to be assisted is not underway within 18 months after the date of approval of such project.
Davis Bacon Wages:	Davis Bacon wage rates (as determined by the Department of Labor for your respective area) must be paid for all construction projects in accordance with Section 402 of the Appalachian Regional Development Act of 1965, as amended.
ARC Underrun Policy:	Each disbursement of funds for a project receiving assistance from more than one Federal source will be deemed to be a proportional disbursement from each source. In the event of an underrun, the ARC will be entitled to recover its proportionate share of the underrun.
Additional Funds Added to the Project After ARC Approval:	It is understood that if the applicant receives additional funding from any new source towards the eligible cost of this project after the ARC approval, these funding sources should not be used to reduce the amount of local funds pledged. If new funds are made available to this project, the ARC and the Basic Federal Agency, if any, should be notified immediately. ARC reserves the right to reconsider the level of its funding approval in such an eventuality.
Changes in Scope:	It is understood that a change-in-scope may not be implemented without prior written approval from the ARC and the Basic Federal Agency, if any. A change of scope is any major change to the project design, the type of project to be completed, capacity of the system, size of project, the number and/or type of customers served or equipment items purchased.
Close Working Relationship With Basic Federal Agency:	It is understood that the applicant must work closely with the Basic Federal Agency identified in the ARC application, if any, and follow bidding and contract award procedures to insure that all pertinent Federal laws are complied with. Coordination with the Federal agency begins with filing an application with the basic Federal agency.
Restrictions on Assistance:	ARC funds shall not be used for: a. any form of assistance to relocating industries; b. recruitment activities that place a state in competition with other state or states; and c. projects that promote unfair competition between businesses within the same immediate service area.
Cornerstone or Plaque:	Any facility constructed in whole or in part by funds provided under the ARDA shall include a cornerstone, or plaque appropriately acknowledging the assistance provided through the ARC program, provided that such an item not be required if it would be prohibited as an eligible project cost under the basic federal program through which the ARDA assistance is provided.

Applicant/Authorized Representative

Date

Section 3: Executive Summary

Executive Summary

- 2-page maximum
- Executive Summary template:
<https://www.arc.gov/grant-resources/>
- High-level summary of the project containing the most pertinent information, using clear and concise language

Executive Summary Format

(2 pages maximum)

- Project Title:** Identify descriptive title of the project
- Project Grantee:** Identify applicant's legal name
- Counties Served:** Identify each county and its economic status (e.g. transitional, distressed, etc.)
- Basic Agency:** Identify the administering agency (construction projects only)
- Goal/Strategy:** Identify the primary ARC Goal and State Strategy that project will address
- Purpose:** 1-sentence statement describing purpose of proposed project
- Funding:**
- | | <u>Amount</u> | <u>%</u> | <u>Source</u> |
|--------------|------------------|-------------|---------------------------------------|
| ARC | \$200,000 | 36% | Area Development, Distressed Counties |
| Federal | 200,000 | 36% | Other Federal Grant |
| State | 100,000 | 18% | State Grant |
| <u>Local</u> | <u>100,000</u> | <u>10%</u> | (Other Federal Loan, Grantee, etc.) |
| Total | \$560,000 | 100% | |
- Project Description:** (Maximum 1-2 paragraphs) Describe major activities to be conducted. The description should address who, what, where, when and how for each major activity.
- Strategic Rationale:** (1 paragraph max)
- Identify the problems and/or opportunities project will address.
 - Explain the critical circumstances that compel project to be funded by ARC.
 - Describe how project supports a regional strategy or plan.
- Collaborative Partnerships:** (1 paragraph max)
- Identify local, regional and/or state partnerships that will support project.
- Project Sustainability & Capacity:** (1 paragraph max)
- Describe capacity to undertake the proposed activity by describing previous experience with similar activity.
 - Explain how the project will be sustainable once ARC support is no longer available.
- Impact Measures:**
- Identify quantifiable output and outcome measures, consistent with ARC guidance (include any leveraged private investment resulting from the project).

Section 4: Project Narrative

Project Narrative

(suggested length 5-8 pages, please number pages)

- 1. Goals and Strategies**
- 2. Project Description**
- 3. Strategic Rationale**
- 4. Performance Measures**
- 5. Collaborative Partnerships**
- 6. Project Sustainability and Organizational Capacity**

STRATEGIC

Aligns with
community goals
& regional plans

Project Narrative

1. ARC Strategic Goal and State Strategy

Q: Which ARC Strategic Goal and NC State Strategy does your project align with?

- ✓ Identify **one** ARC Strategic Goal and **one** NC State Strategy.
- ✓ Strategic Goals can be found in [ARC's Strategic Plan](#).
- ✓ North Carolina's State Strategies can be found in the [NC Appalachian Development Plan](#).

ARC Strategic Goals 2022-2026



BUILDING APPALACHIAN BUSINESSES: Strengthen and diversify the Region's economy through inclusive economic development strategies and investments in entrepreneurship and business development.



BUILDING APPALACHIA'S WORKFORCE ECOSYSTEM: Expand and strengthen community systems (education, healthcare, housing, childcare, and others) that help Appalachians obtain a job, stay on the job, and advance along a financially sustaining career pathway.



BUILDING APPALACHIA'S INFRASTRUCTURE: Ensure that the residents and businesses of Appalachia have access to reliable, affordable, resilient, and energy efficient utilities and infrastructure in order to successfully live and work in the Region.



BUILDING REGIONAL CULTURE AND TOURISM: Strengthen Appalachia's community and economic development potential by preserving and investing in the Region's local cultural heritage and natural assets.



BUILDING COMMUNITY LEADERS AND CAPACITY: Invest in the capacity of local leaders, organizations, and communities to address local challenges by providing technical assistance and support to access resources, engage partners, identify strategies and tactics, and conduct effective planning and project execution.

2. Project Description

- **First paragraph** should summarize the project's primary purpose, main activities, and expected impacts. This can be lifted from the Executive Summary.
- **Subsequent paragraphs** should spell out the specific details of your project.
- Provide context about your organization and the communities you serve. **Assume the reader has never heard of your organization or been to your locality.**
- Explain where the scope of work will take place. Identify any Distressed Census Tracts included in the project service area.

Project Narrative

2. Project Description

**Also include
in your
project
description...**

- A detailed workplan outlining major project activities. Include who is responsible and timeline for each activity.
- Attach maps, diagrams, floorplans, etc. to illustrate the service area/scope.
- Describe who the primary users/beneficiaries of the project are, and what your plan is for outreach/marketing your project to them.

Project Narrative

3. Strategic Rationale

- Describe any **problems, opportunities, or unmet 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.
- Explain how the proposed project represents progress toward addressing a regional strategy, such as a comprehensive plan.



IMPACTFUL

Includes specific
performance
targets

Project Narrative

4. Performance Measures

- Performance Measures show the value and benefits of investment.
- Measures are identified in grant agreement (projected) and verified at project close (actual).
- Use ARC's [Guide to Performance Measures](#).
- Measures are either **paired** or **stand-alone**.
- Methods used to estimate and track performance measures must be explained in application.

Guide to ARC Project Performance Measures

All ARC projects must have documented output and outcome performance measures. Estimated measures are included in project applications and actual measures are reported in the project closeout reports. This guide lists and defines the performance measures that may be used for ARC projects. Every ARC project must have at least one output measure and one outcome measure from the lists below. Some output measures can be used with a range of outcome measures (these are called "stand-alone measures"), and some output measures must be used with specific outcome measures (these are called "paired measures"). Projects that have paired output and outcome measures may also have a stand-alone output or outcome measure with no corresponding measure.

Stand-Alone Performance Measures

Stand-alone output measures can be used with any of the outcome measures on the stand-alone outcome measures list below.

Stand-Alone Output Measures

- access road miles
- acreage
- data--megabits per second (Mbps)
- data--terabytes (TB)
- gas--million cubic feet (MMCF)
- gas--million cubic feet per day (MMCFD)
- heat--million BTU (MMBTU)
- heat--million BTU per day (MMBTUD)
- linear feet
- million gallons (MG)
- million gallons per day (MGD)
- new visitors: days
- new visitors: overnights
- power- kilowatt-hours (kWh) per year
- power--kilowatts (kW)

- plans/reports
- square feet
- waste--tons per day reduced/reused/recycled (TPD)
- waste--tons reduced/reused/recycled

Stand-Alone Outcome Measures

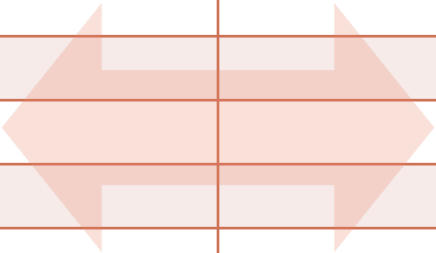
- businesses created
- costs reduced
- housing units constructed/rehabbed
- jobs created
- jobs retained
- leveraged private investment (LPI)
- programs implemented
- revenues increased: export sales
- revenues increased: non-export sales
- telecom sites

Performance Measures

Paired Measures

- The outputs and outcomes **must be paired** as shown in the chart below
- The number “improved” (outcome) is always **equal to or a subset of** the number “served” (output)
- Must **define what “served” and “improved” means** and how it will be measured

OUTPUTS	OUTCOMES
Businesses Served	Businesses Improved
Communities Served	Communities Improved
Households Served	Households Improved
Organizations Served	Organizations Improved
Participants Served	Participants Improved
Patients Served	Patients Improved
Students Served	Students Improved
Workers / Trainees Served	Workers / Trainees Improved



Performance Measures

Stand-Alone Measures

Common stand-alone measures for construction projects:

OUTPUTS	OUTCOMES
Access road miles	Programs implemented
Acres	Businesses created
Data - Mbps	Revenues increased
Linear feet (water, sewer, fiber, trail, etc.)	Jobs created**
Square feet	Jobs retained**
Million gallons / Million gallons per day	Leveraged Private Investment (LPI)**
New visitors (days / overnights)	
Plans/Reports	**Must be verified via letter from
	employer, investor, etc.

Examples

Performance Measure by Project Type / Activity



Water / Sewer Improvements	<ul style="list-style-type: none">• 1,500 linear feet water / sewer main• 0.75 MGD capacity increased• 7 businesses served	<ul style="list-style-type: none">• 7 businesses improved• 50 jobs retained• \$2.4 million LPI
Outdoor Recreation / Tourism	<ul style="list-style-type: none">• 6,000 linear ft of new trail• 3,000 sq ft theater renovation• 800 new visitor days (annual)• 18 businesses served	<ul style="list-style-type: none">• 3 FTE jobs created• 12 businesses improved
Downtown Revitalization	<ul style="list-style-type: none">• 1 Strategic Plan• 600 linear feet streetscape• 1 community served• 15 businesses served	<ul style="list-style-type: none">• 1 plan implemented• 1 community improved• 10 businesses improved

Performance Measures

Water/Sewer Projects

Measure	Details
Households and Businesses Served / Improved	All non-residential customers = businesses
	Only count businesses/households with measurable benefit from project (i.e. new or improved service)
	Served = number able to connect to service Improved = number that will connect to service *for water/sewer, these are often the same
Jobs Created, Jobs Retained, LPI	Must be documented by a letter from employer committing to create/retain jobs or make LPI
	Cannot count temporary construction jobs

Performance Measures

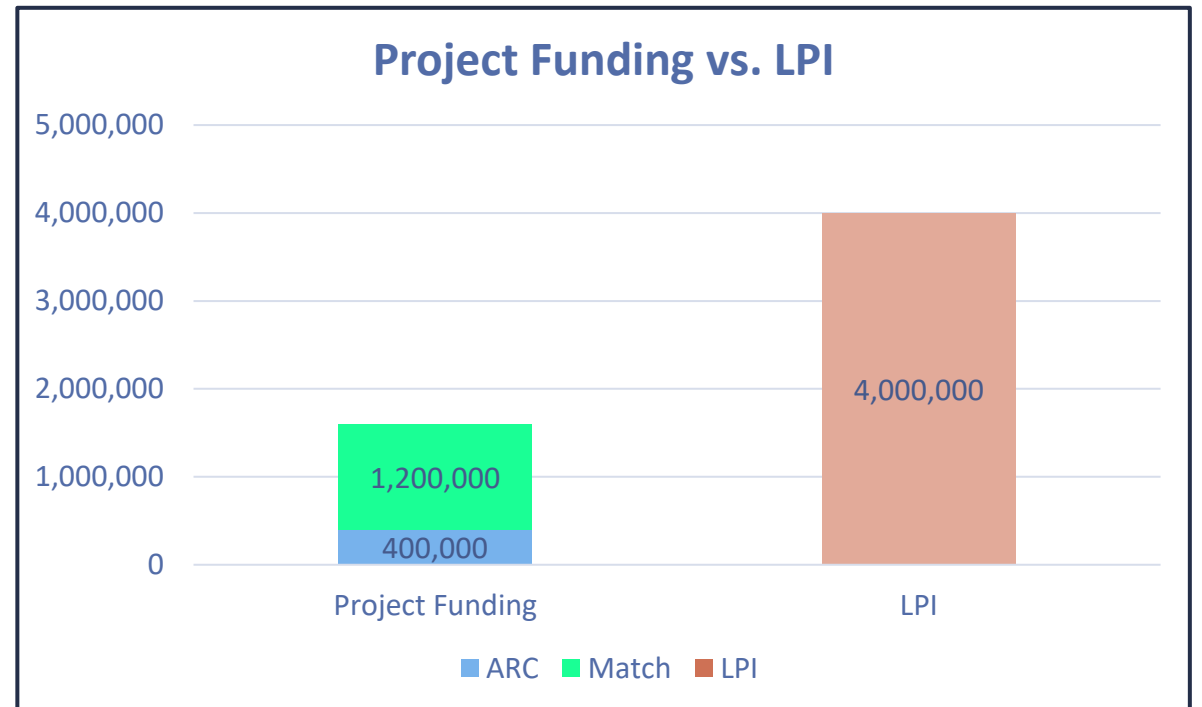
Tourism Projects

Measure	Definition
Visitor: Days or Overnights	Must be able to track and verify visitor numbers post-award
Visitor: Days	Number of new visitors to an attraction
Visitor: Overnights	Number of new visitors x number of nights stayed
	Must be specific to project (don't use county-level data unless it's a county-wide project)
Businesses Improved	Improvement must be tangible – survey, increase in sales, etc.

Performance Measures

Leveraged Private Investment

- **What it is:** Non-project, private capital expenditures that come as a result of the project (usually after project completion)
- **What it is not:** Match, public expenditures



Performance Measures: Key Takeaways

- Table included in the application is fine, but must be accompanied by a written narrative.
- Include time horizon (i.e., achieved at project completion, or within 3 years of completion).
- Define what is meant by “served” and “improved” for paired measures.
- Describe how outcomes will be tracked/measured.

COLLABORATIVE

Cultivates
partnerships and
connects
communities

Project Narrative

5. Collaborative Partnerships

- Describe partnerships or collaborations with other local, state, federal, or private partners in the development of the proposal
- Partnership is more than just “we support this project.” **How are your partners involved?**
- Provide letters of engagement from partner organizations that commit to undertake specific activities in support of the project.

SUSTAINABLE

Continues
beyond the grant
period

Project Narrative

6. Project Sustainability & Organizational Capacity

Show us that you have the organizational capabilities to successfully execute your project and that it will have lasting effects:

- What is your organization's experience with similar activities?
- What is your experience with federal grant awards?
- What are the qualifications of those who are involved with the project?
- Who will be responsible for maintaining the assets/property after construction?

Section 5: Budget, Match, and Supporting Materials

Primary Components

- SF-424C Budget Form
- Detailed Construction Budget
- Project Match & Commitment Letters



Construction Project Budget Form (SF-424C)

BUDGET INFORMATION - Construction Programs			
NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.			
COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
2. Land, structures, rights-of-way, appraisals, etc.	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
3. Relocation expenses and payments	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
4. Architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
5. Other architectural and engineering fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
6. Project inspection fees	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Site work	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
8. Demolition and removal	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. Construction	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
10. Equipment	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
11. Miscellaneous	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
12. SUBTOTAL (sum of lines 1-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
13. Contingencies	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
14. SUBTOTAL	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
15. Project (program) income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
16. TOTAL PROJECT COSTS (subtract #15 from #14)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c. Multiply X <input type="text"/> %		\$ <input type="text"/>

Detailed Budget

- Must include detailed budget prepared by an engineer or architect.
- Budget must break down quantities and unit costs.
- Don't forget about soft costs – design, permitting, administration, legal, environmental, etc.
- Contingency budget is strongly recommended (at least 10%). If little or no contingency, explain how you plan to cover cost overruns.

Item	Qty	Unit	Unit Price	Total
Demolition	350	Hrs.	\$27	\$9,450
Hardwood flooring	2,150	Sq ft.	\$12	\$25,800
2" water pipe	90	Ln ft.	\$7	\$630
			TOTAL	\$35,880

Project Match

What is Match?

- Funds or resources contributed to the project outside of ARC
- All ARC projects require match
- **Acceptable match sources:**
 - Applicant
 - Foundations
 - Public Sector
 - Private Sector
- **Types of Match:**
 - Cash
 - Loans
 - Other Grants
 - In-Kind Donations – equipment, personnel, etc.

Project Match

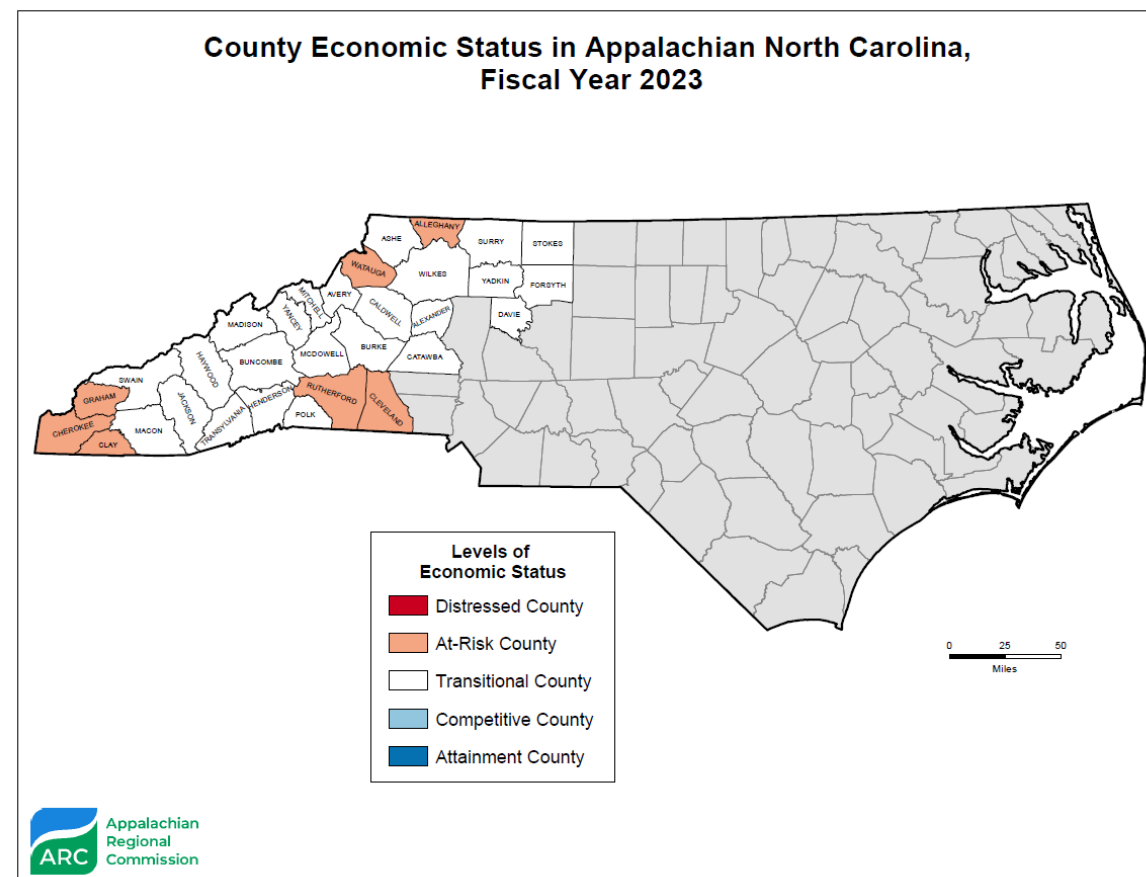
- Provide description and status of match.
 - If using in-kind match, include description of what's being contributed and how the value was determined.
 - If project includes property acquisition, an MAI (or equivalent) appraisal is required.

Match	Type	Source	Status	Amount
SC DOT	State	State	Pending	\$400,000
Town of Grantsville	In-Kind	Local	Committed	\$10,000
2 Town employees @ 200 hours @ \$25/hour performing XYZ tasks.				
			Total	\$410,000

Match Requirements

- ARC match rates are determined by county economic status designations

County Designation	Max ARC	Min Match
Distressed	80%	20%
At-Risk	70%	30%
Transitional	50%	50%
Competitive	30%	70%
Attainment	0%	100%



North Carolina FY 2023 County Designations

At-Risk (7) – Alleghany, Cherokee, Clay, Cleveland, Graham, Rutherford, and Watauga

ARC funding is limited to 70% of the entire project cost, with a required 30% match (at minimum)

Transitional (24) – Alexander, Ashe, Avery, Buncombe, Burke, Caldwell, Catawba, Davie, Forsyth, Haywood, Henderson, Jackson, McDowell, Macon, Madison, Mitchell, Polk, Stokes, Surry, Swain, Transylvania, Wilkes, Yadkin, and Yancey

ARC funding is limited to 50% of the entire project cost, with a required 50% match (at minimum)

Match Commitment Letters

- All match must be documented through a commitment letter from the match source
- On letterhead or copy of official document
- Must include:
 - Dollar amount (or value of in-kind) committed
 - Signature of authorized individual
 - Description of in-kind match and how value was determined
 - If match is in-kind real estate, must attach copy of MAI appraisal

Section 5: Supporting Materials

Basic Agency Letter

- Construction projects cannot be administered by ARC post-award. Must be administered by a Basic Agency (BA).
- ARC has agreements with **NC DOC** as well as several Federal agencies (**USDA RD**, **EDA**, **HUD**, etc.) to serve as the BA for construction projects.
- Must provide a letter from agency verifying their commitment to administer the project (**BA Letter**).

Supporting Documents

- Enclose pertinent supporting materials that will lead to a better understanding of the proposed project.
 - **Letters of support** from local organizations, businesses, community leaders, etc. Please no form letters!
 - **Partner letters** documenting commitments and responsibilities.
 - Letter from local business supporting **jobs created/retained** or **LPI** (if included in performance measures).
 - Feasibility study, maps, diagrams, resumes, etc.

Post-Award Compliance

OMB Uniform Administrative Requirements for Federal Awards

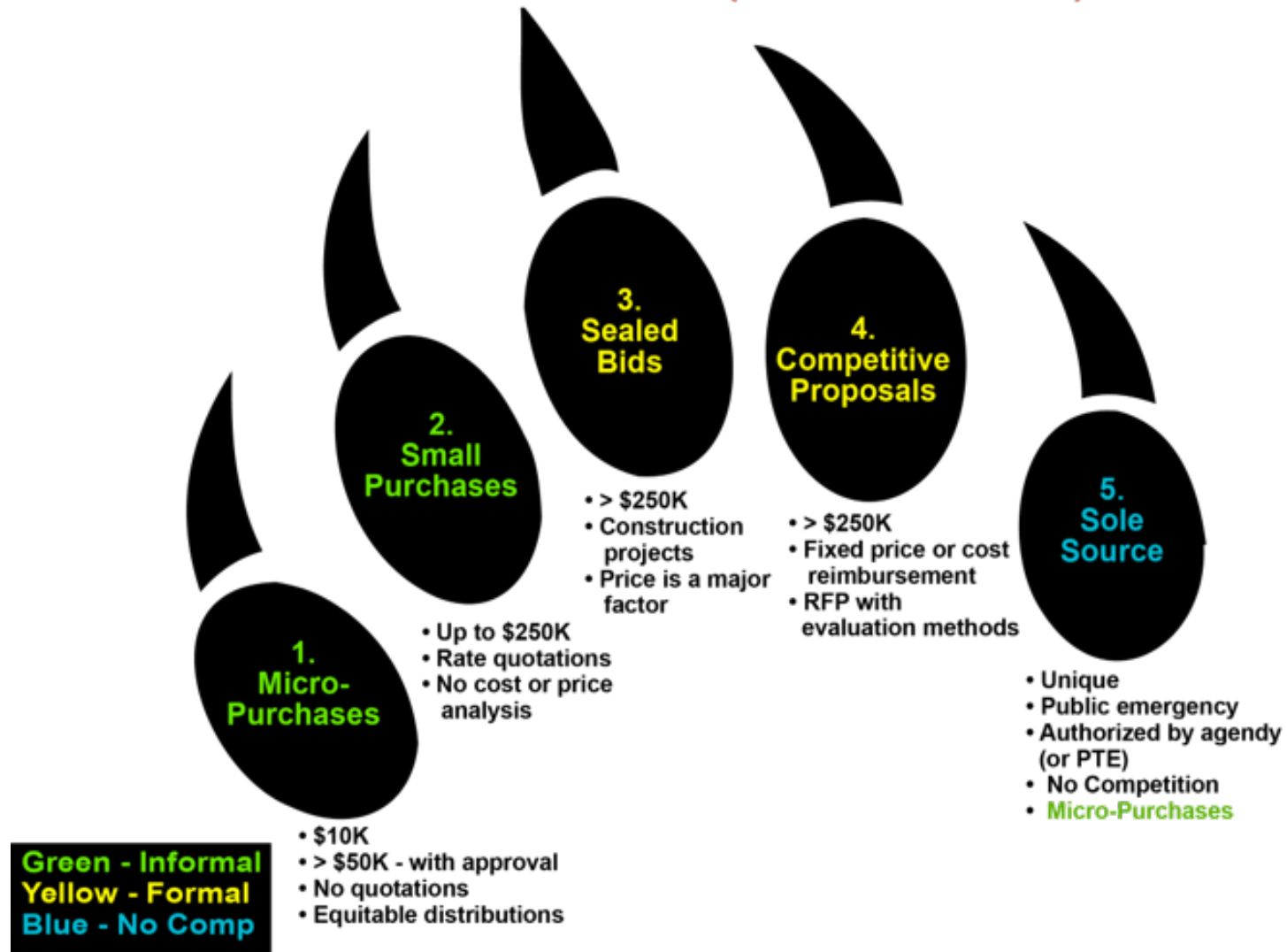
All ARC grantees must follow federal award regulations and have written policies and procedures in place.

[2 CFR Part 200.](#)

- Procurement standards
- Sub-award protocols
- Internal controls and financial management
- Record retention
- Property interests
- Conflicts of interest

Quick Reference to Procurement

Procurement “Claw” (Section 200.320)



Essential Takeaways on Procurement

- Follow your own written procurement rules and procedures
- Document and save everything!
 - Cost and price analysis
 - RFP and bids received
 - Rationale for vendor selection
- Avoid even the appearance of conflict of interest

Next Steps & Wrap Up

What happens after the state transmits the applications to ARC for final review?

- ✓ Application logged into ARCnet; project is assigned to an ARC project coordinator for review.
- ✓ All those who will work on the project create an account in ARCnet and designates project roles.
- ✓ Your ARC project coordinator may need to contact you and your state program manager with questions about the project and/or request revisions or additional documents. ***Please submit all requested changes/documents in one email message to your ARC project coordinator and copy to state program manager.***

What happens after the state transmits the applications to ARC for final review? Cont.

- ✓ **Approved applicants receive email notification from OGC with the Grant Administration Manual and a link to access the grant agreement to sign and upload to ARCnet.**
- ✓ **We send an announcement to congressional delegation first, then the state, then the grantee.**
- ✓ **Once the grant agreement is in place, reach out to your Basic Agency before you begin work on your project!**

Resources



Appalachian
Regional
Commission

Resources

ARC has the guidance you need to make your project planning and grant application a success. Please refer to the Grant Resources page on ARC's website (www.arc.gov) to retrieve and review:

- Basic Eligibility Requirements <https://www.arc.gov/about-arc-grants/>
- ARC's Current Strategic Plan <https://www.arc.gov/wp-content/uploads/2022/01/Appalachia-Envisioned-ARC-Strategic-Plan-FY-2022-2026.pdf>
- State Strategy Statement and Strategic Plan <https://www.arc.gov/state-plans-strategies/>
- State Program Manager Contact Information https://www.arc.gov/state_partner_role/state-program-manager/
- List of Local Development Districts <https://www.arc.gov/local-development-districts/>
- ARC Project Guidelines <https://www.arc.gov/resource/arc-project-guidelines/>
- Federal Award Regulations <https://www.arc.gov/omb-grant-regulations/>
- Federal and State Basic Agencies <https://www.arc.gov/basic-agency-partners/>
- Performance Measures <https://www.arc.gov/resource/guide-to-arc-project-performance-measures/>
- County Economic Designations <https://www.arc.gov/county-economic-status-and-distressed-areas-by-state-fy-2023/>
- Calculating Match Rates <https://www.arc.gov/match-requirements-for-arc-grants/>
- Approved Project List <https://www.arc.gov/approved-arc-projects/>
- Research and Evaluation Reports <https://www.arc.gov/research-and-data/>
- Other Grant Resources <https://www.arc.gov/grant-resources/>

ARC In-Person Application Workshops

Coming Soon:

ARISE/INSPIRE/POWER

- Belden, MS 2/23/23
- Knoxville, TN 2/28/23

ARISE/POWER

- Pittsburgh, PA 3/2/23

Contact Information

Olivia Collier

ARC Program Manager

North Carolina Department of Commerce

ocollier@nccommerce.com | 919-814-4656

Bradley Roebke

Program Analyst

Critical Infrastructure Division, ARC

broebke@arc.gov | 202-884-7777

Connect with ARC



twitter.com/ARCgov



facebook.com/ARC.gov



linkedin.com/company/appalachian-regional-commission



In the Region

arc.gov/newsletter-signup