



# 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 Fiscal Years 2022-2026](#) 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. Place the checklist in the finished application after the required application forms (Section 2). 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

(See SF-424s and contact your state ARC Program Manager)

Attach the required application forms to the front of the application packet, behind the executive summary.

- 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

## 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). See *ARC Strategic Plan Fiscal Years 2022-2026* for a list of ARC goals and objectives.
- List the primary ARC state strategy the project will address. See pages 12-16 of the West Virginia ARC Technical Assistance Guide.

### 2. Project Description

- Provide a one- to two- sentence 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.
- Describe how the project addresses the investment impact criteria listed on pages 12-16 of the West Virginia ARC Technical Assistance Guide.

	<p><b>SECTION 3: PROJECT NARRATIVE, <i>cont'd</i></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> <li>• 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.</li> </ul>
	<p><b>SECTION 4: BUDGET INFORMATION AND SUPPORTING MATERIALS</b></p> <p><b>1. Detailed Budget &amp; 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>SECTION 4: BUDGET INFORMATION AND SUPPORTING MATERIALS, <i>cont'd</i></b></p> <p><b>2. Non-ARC Funding Commitments</b></p> <ul style="list-style-type: none"> <li>• 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.).</li> <li>• Provide descriptions of in-kind resources, including the methods used to determine their value.</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 page 5 of the West Virginia ARC Technical Assistance Guide for county designations and match rates.</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.</li> <li>• Do not include form letters.</li> </ul>

**Reference Documents:**

**ARC Project Guidelines**

<https://www.arc.gov/wp-content/uploads/2020/08/ARCProjectGuidelines.pdf>