Non-Construction Projects: ARC Application Guide

Project applications should be submitted to the state ARC office. Applications should be arranged in the following section sequence and should include the following information.

Applicant	State ARC	
		SECTION 1 APPLICATION FORMS 1) State Transmittal Letter *(Indicate Source of ARC funding, & identify specific ARC goal and state strategy)* 2) Federal Standard Form 424 (SF 424) *Totals should include ARC funds and all matching funds.* 3) Federal Standard Form 424A: Budget Information *Totals should include ARC funds and all matching funds.* 4) Federal Standard Form 424B: Non-Construction Assurances 5) ARC Memorandum of Understanding 6) ARC Form 3 *(Non-Construction Application – if required by state)*
		SECTION 2 PROJECT PROPOSAL SUMMARY *(1 to 2 pages – see recommended format)*

		SECTION 3 PROJECT NARRATIVE *(suggested length 5 to 8 pages; please number pages)*
		
		1) **Goals & Strategies – (Refer to state's Strategy Statement for the current year)**
		    a. Identify the primary ARC Goal and Objective the project will address.
		    b. Identify and quote the primary ARC State Strategy the project will address.
		
		2) **Purpose, Description, & Rationale –**
		    a. Describe specific problems or issues the project will address and how these issues impact the community.
		    b. State in one sentence the main purpose of the project in terms of the goal and strategy being addressed *(e.g., To create jobs by providing training for small business owners.)*
		    c. Provide a detailed description of all major project activities, including: what will be done, who will complete each activity, and a timeline for starting and ending the project.
		    d. Explain why the proposed approach is the most beneficial.
		    e. Describe accomplishments and progress to date if continuing an ongoing program (whether or not ARC funded).
		    f. Illustrate local demand for the project *(e.g., letters from key stakeholders, customer data).*
		
		3) **Relation to Other Local/Regional Activities** – Describe how the project meets the priorities of local or regional community or economic development plans, and describe efforts to coordinate the project with other area economic development activities.
		
		4) **Geographic Area** -
		    a. Describe the project's anticipated service area including counties and census tracts served.
		    b. Comment on the project's impact on ARC's designated distressed areas.
		    c. Attach maps if needed to illustrate the project's service area and proximity to distressed areas.
		
		5) **Benefits and Performance Measures** –
		    a. State outputs and outcomes in absolute numerical terms (not percents) per ARC's Performance Measurement Guidelines.
		    b. Attach letters documenting jobs retained, jobs created, and leveraged private investment (LPI) when applicable.
		    c. Describe other project benefits as appropriate, such as the likely impact on future economic development activity in the area, or anticipated spin-off results.

SECTION 3   PROJECT NARRATIVE *(continued)*

6) **Agency Capacity, Staff & Consultant Qualifications, and Procurement Procedures** –
   a. Briefly review the applicant's capacity to undertake the proposed activity by describing previous experience with relevant activities.
   b. Describe the qualifications needed for key individuals who will manage and operate the project. Attach position descriptions or brief resumes.
   c. Describe proposed qualifications for all consultants and subcontractors, and describe the competitive procedures used to select them.

7) **Funding Need and Sustainability** –
   a. Identify each funding source for the project and the status of each funding commitment.
   b. Detail why ARC funding is needed at this time.
   c. Explain the applicant's strategy for ensuring the project's long-term sustainability (once ARC funds are no longer available), including efforts to secure other sources of support for future operations.

SECTION 4   BUDGET INFORMATION and SUPPORTING MATERIALS

1) **Detailed budget and budget narrative** –
   a. Provide a detailed budget that includes sources and uses of ARC funds **and** all non-ARC matching funds.
   b. Provide a budget narrative that explains expenditures by line items shown on the SF424A.

2) **Calculations of match** – For multi-county projects with more than one ARC designation (i.e., distressed, transitional, at-risk, competitive, attainment), show calculations to confirm the project meets ARC match requirements.

3) **Letters of commitment** – Include letters citing specific amount of funds committed from all matching fund sources. Provide descriptions of specific in-kind resources including the methods used to determine their value.

4) **Clearinghouse documentation** (if required by state)

Additional Documentation: Enclose pertinent supporting materials that will lead to a better understanding of the proposed project. Please do not include form letters or financial audits.