

Appalachian Regional Initiative for Stronger Economies (ARISE)

Notice of Solicitation of Applications – Application Checklist

Note: This checklist aims to serve as a helpful preview of what could be required in a full ARISE grant application. Please be aware that a written invitation to submit a full application is mandatory for ARC to consider an ARISE grant application. To be considered for an invitation to apply for ARISE funding, applicants must first submit a [Project Summary](#) to the state program managers of all the states impacted by the proposed project and then a [Concept Paper](#) to ARISE@arc.gov. **Please read the entire [Notice of Solicitation of Applications \(NOSA\)](#) for more information on the application requirements.** *Acronyms:* IMP = Implementation Grants; PLN = Planning Grants.

✓ Executive Summary (IMP and PLN)

- A two-page (maximum) summary of the proposed project which has the project title, project applicant partners, counties and states served, purpose (one sentence), funding sources—regional resources leveraged, project description (one to two paragraphs), and a complete list of project partners.

✓ Application Narrative (IMP and PLN)

- Application Narratives must be a maximum of 20-pages in length and contain the following components.
 - **Statement of Need or Opportunity** Refer to page 12 (IMP) and 10 (PLN) in NOSA for more details.
 - **Project Description** Refer to page 12-13 (IMP) and 10 (PLN) in NOSA for more details.
 - **Project Team** Refer to page 13 (IMP) and 10-11 (PLN) in NOSA for more details.
 - **Project Outputs and Outcomes** Refer to page 13 (IMP) and 11 (PLN) in NOSA for more details.
 - **Match and Budget Evaluation** Refer to page 13-14 (IMP) and 11 (PLN) in NOSA for more details.
 - **Feasibility** Refer to page 14 (IMP) and 11 (PLN) in NOSA for more details.
 - **Sustainability** IMP only. Refer to page 14 in NOSA for more details.

✓ Workplan (IMP and PLN)

- Workplan should identify planned activities, timelines, and responsible parties for the activities described.

✓ **Memorandum of Understanding between Project Partners (IMP projects ONLY)**

- Memorandum of Understanding (MoU) between project partners must at minimum include the following information:
 - Partner's names
 - Partnership roles and responsibilities
 - Expected contribution and funding allocations
 - Communication expectations
 - Agreed-upon outcomes of project

✓ **Basic Agency Letter Committing to Administer ARC Funds (IMP projects with construction components ONLY)**

- This letter must be addressed to the Executive Director of the Appalachian Regional Commission.
- The letter must state:
 - The [Basic Agency](#)'s willingness to administer the project if approved by ARC.
 - The ARC grant amount; the total matching funds amount; the total project cost.
 - And the name and email of the primary basic agency contact person(s) for project management and financial management of the grant.
- For projects that will be administered by the U.S. Department of Housing and Urban Development's Community Development Block Grant (CDBG) program or CDBG Entitlement program, the HUD certification form is the basic agency commitment letter.

✓ **Engineering or Architectural Budget (IMP projects with construction components ONLY)**

- Provide an engineering or architectural budget detailing line-item project costs. The project total from the engineering or architectural budget should match the total on Standard Form 424. (Note that for construction projects only, ARC does not require a breakdown of expenditures by funding source.)
- Include a line item for administrative costs in the budget. This amount should cover the costs of providing project administration tasks including environmental review, Davis-Bacon Act compliance, procurement management, etc.
 - Administration costs associated with the lead organization should not be combined with Basic Agency administration costs. Basic Agency administrative fees (e.g. NEPA reviews, Davis Bacon costs) are handled independently between ARC and the Basic Agency and should not be included in the project budget.
- If the ARC project is part of a larger, multi-phase project, provide only the detailed budget information that corresponds to the total budget for the ARC and matching funds. Example: a proposed ARC project includes \$500,000 of ARC funds and \$1.5 million of matching funds. This \$2 million project is part of a \$10million multi-phase project. Applicant will provide detailed budget information only for the scope of the \$2 million ARC project and will describe the rest of the larger \$10 million project in the Project Narrative section.
- If the budget includes acquisition (or donation) of land or buildings as a project activity or as match source, provide a MAI appraisal or comparable appraisal.

✓ Required Forms (IMP and PLN)

- Submit the following required forms:
 - [ARC Memorandum of Understanding \(MOU\)](#)
 - [SF-424: Application for Federal Assistance](#)
 - Includes ARC funds and matching funds.
 - [SF-424A: Budget Information for Non-Construction Programs](#)
 - [SF-424B: Non-Construction Assurances](#)
 - [SF-424C: Budget Information for Construction Programs](#) (IMP project with construction components ONLY)
 - [SF-424D: Construction Assurances](#) (IMP projects with construction components ONLY)