October 10, 2024

ARC

READY Grants to Grow Pre-Application Webinar

Welcome & Housekeeping





Put all **questions in the Q&A box (separate from the chat box)**. We will take some time to read aloud and answer some of your questions during the Q&A time toward the end of the webinar.

Remember: ARC cannot provide feedback on specific project concepts at this time.

A link to the recording and a PDF version of this **PPT will be provided via email** after the event. A **survey** will be included to get your feedback – **please let us know how we did!**



Agenda

- Welcome & Housekeeping
- About ARC & Intro to *READY*
- *Grants to Grow* Overview & Clarifying Key Terms
- NOSA Walkthrough
- Application Preparation
- Timeline & Next Steps
- Q&A with Presenters



About ARC & READY Appalachia



Appalachian Regional Commission



13 states 423 counties 206,000 square miles 26 million people



ARC's Investment Goals

BUILDING APPALACHIAN BUSINESSES

BUILDING APPALACHIA'S WORKFORCE ECOSYSTEM

BUILDING APPALACHIA'S INFRASTRUCTURE

BUILDING REGIONAL TOURISM AND CULTURE

BUILDING COMMUNITY LEADERS AND CAPACITY



ARC and Capacity Building

- Our definition of capacity building: The ability to envision and implement positive change
- **ARC Investment Goal 5:** Building Community Leaders and Capacity
- So, our goal is to **expand** your ability to envision and implement positive change.
- Goal 5 impacts all other ARC Goals and Strategies



READY Appalachia

- An ARC initiative offering resources and funding access to build individual, organizational, and community capacity in the Appalachian Region.
- READY's priority: underrepresented communities and distressed areas
- READY "Pillar" Programs and READY Grants to Grow



READY Appalachia Program Matrix

	READY	READY			READY APPALACHIA Grants to Grow	
Program	READY Nonprofits	READY Local Governments	READY Community Foundations	READY LDDs	READY Appalachia: Grants to Grow (G2G)	
Program Type	Training Program + Grant	Training Program + Grant	Training Program + Grant	Training Program* +Grant	Grant Program	
Program Description	READY Nonprofits learning track provides participants with access to no-cost training, cohort-based learning, and funding (no match required) to increase their capacity to solve pressing issues and create lasting, positive change in their communities.	READY Local Governments learning track provides participants with access to no-cost training, cohort-based learning, and funding (no match required) to increase their capacity to solve pressing issues and create lasting, positive change in their communities.	READY Community Foundations learning track provides participants with access to no-cost training, cohort-based learning, and funding (no match required) to increase their capacity to solve pressing issues and create lasting, positive change in their communities.	As a follow-up to ARC's Community Capacity Building Pliot Program*, which provided expert training and peer learning opportunities to LDDs and local governments, READY LDDs provides recipients with funding (no match required) to expand staffing and capacity to better support their communities in identifying, accessing, and implementing federal funding through American Rescue Plan Act (ARPA), Infrastructure Investment and Jobs Act (IUA), and other federal funding sources.	The READY G2G Initiative aims to assist organizations in their efforts to operate more effectively while adapting to the demands in their communities. The intent is not to sustain organizational operations or support organizations with healthy operating budgets. Rather, the READY G2G Initiative will utilimately make organizations stronger, with increased capacity for serving their clients and communities. Additionally, organizations applying for funding under the READY G2G Initiative should have a clear track record of serving their communities and making a positive economic impact.	
Website	https://www.arc.gov/ready/nonprofits/	https://www.arc.gov/ready/localgovs/	https://www.arc.gov/ready/foundations/	https://www.arc.dov/ready/ldds/	https://www.arc.gov/ready/grants-to-grow/	
Eligibility	Nonprofit Organizations	Local Governments and federally recognized Tribes	Community Foundations (tax-exempt, grantmaking public charity organizations serving a defined local geographic area)	Local Development Districts (LDDs)	Any organization that is eligible to apply for an ARC grant can apply for READY Grants to Grow, though certain requirements apply.	
Priority Communities	Organizations serving the Appalachian Region - special emphasis will be placed on serving Appalachia's most underepresented communities, including economically distressed areas, counties targeted by the interagency Working Group on Coal and Power Plant Communities, Rural Partners Network communities, and	Organizations located in and serving the Appalachian Region - special emphasis will be placed on serving Appalachia's most underrepresented communities, including economically distressed areas, counties trageted by the Interagency Working Group on Coal and Power Pant Communities, Bural Partners Network communities, and	Organizations serving the Appalachian Region - special emphasis will be placed on serving Appalachia's most underrepresented communities, including economically distressed areas, counties targeted by the interagency Working Group on Coal and Power Plant Communities, Rural Partners Network communities, and	Organizations located in and serving the Appalachian Region - special emphasis will be placed on serving Appalachia's most underrepresented communities, including economically distressed areas, counties targeted by the interagency Working Group on Coal and Power Plant Communities, Rural Partners Network communities, and	Organizations serving the Appalachian Region - special emphasis will be placed on serving Appalachia's most underrepresented communities, including economically distressed areas, counties targeted by the Interagency Working Group on Coal and Power Plant Communities, Rural Partners Network communities, and marginalized populations. Applicants must draw a clear connection hetween their proposal their community?	







READY Grants to Grow

Overview & Key Terms



READY Grants to Grow

- Builds individual, organizational and community capacity across the Region
- Projects led by beneficiaries and intermediaries
- Planning and implementation grants





Planning vs Implementation

Planning Grants

- Up to \$100,000
- Up to 18 months
- Project beneficiaries might not be known
- Required Performance Measure

 Plans/Reports
- Letters of Support to document matching funds if relevant

Implementation Grants

- \$100,000 \$500,000
- Up to 36 months
- Project beneficiaries must be known
- At least 1 Required Performance

Measure

- Workers/trainees
- Organizations
- o Communities
- 3 Letters of Support Required



Planning vs Implementation – Guiding Questions

- At the end of the project, do you anticipate having addressed and resolved the capacity building challenge (implementation)?
- Or will you have a plan that details how you intend to address the capacity building challenge (planning)?





Planning vs Implementation – Guiding Questions, cont.

- Is there documented evidence of the capacity building challenge and a potential solution to address the challenge (implementation)?
- Or do you need resources to examine the challenge and identify a targeted solution (planning)?





READY Grants to Grow - Eligibility



- Local development districts (LDDs)
- Indian tribes or a consortium of Indian tribes
- States, counties, cities, or other political subdivisions of a state
- Institutions of higher education or a consortium of institutions of higher education
- Public or private nonprofit organizations or associations, including labor unions



Capacity Building – Program Priorities

Individual

Focused on **staff and leaders within an organization**, with the goal of expanding or growing capacity Organizational

Focused on **strategies within an organization**, with the goal of expanding or growing capacity Community

Focused on systems/strategies within a community, with the goal of expanding or growing capacity



Grants to Grow vs ARC's Other Grant Opportunities – Guiding Questions

- Does the project aim to **improve the capacity** of Appalachian organizations and/or communities?
- Does the project engage beneficiaries that demonstrate low capacity?
- Does the project aim to improve the beneficiaries' ability to contribute to economic development through ARC's investment priorities?
- Other considerations:
 - No construction
 - Funding levels
 - General operating support





Beneficiaries & Intermediaries

- Beneficiary will ultimately benefit from and be served by the project. Must have demonstrated capacity needs, deliver services that support underserved groups, and contribute to the region's economic development (e.g., ARC's 5 Investment Goals)
- Intermediary provides support and meets the needs of the beneficiary



Matching Funds – Where to Start?



- Develop your project budget
- Determine total project cost
- Identify max ARC Match Share
- Identify and secure matching share



Match – How's it Calculated?

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

- Single County Projects
- Multi-County Projects often taken as the average; however, special rules and calculations apply:
 - Dependent on the presence of a distressed county
 - Dependent of the combo of distressed/at-risk
 - Dependent on the presence of an attainment county



ARC's Match Rate Calculator

- Download the Excel doc (below)
- Watch the <u>Instructional Video</u>
- Plug in the counties impacted by your project and their designated economic status (or simply the number of distressed, at-risk, transitional, and competitive counties) and...
- Voila! ARC/Applicant Cost Share will be automatically calculated

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- 1 × - 1	k l								
А	в	c	D	E	F	G	н		
County	Economic Status	ARC Cost Share	Match Cost Share			Maximum Allowable			
		(%)	(%)		Economic Status Distressed	ARC Cost Share (%) 80			
					At-Risk	70			
					Transitional	50			
					Competitive	30	7		
					Attainment	0	10	2	
					Number of Counties	0	0	0	
					Number of Counties	U	0	0	
					County Designation	Distressed	At-Risk	Transitiona	I Comp
					Maximum ARC Cost Share	80%	70%	50%	30
					Minimum Match Cost Share	20%	30%	50%	70
					Weighted Factor	0%	0%	0%	0
					Total Expected ARC Amount	\$ -	0.00%		
					Total Expected Match Amount	\$ -	0.00%		
					Total Project Costs	\$ -	0.00%		
					Maximum Allowable ARC Amount	s -			
					Minimum Total Match Amount	\$ -			
					MULTI-County Projects	ARC Cost Share (%)	Match Cost Share (%)	-	
					Match Rate (Default rate)	0.0%			
					Match Rate - (Average)	0.0%			
					BEST Allowable ARC Cost Share	0.0%			
					Number of Counties Served	0			
					Distressed	0			
					At-Risk				





https://www.arc.gov/resource/match-rate-calculator/

Match Waivers

Applicants

Project Area

- LDDs
- Nonprofit Organizations
- Local Governments
- Community
 - Foundations



 Majority distressed counties

arc.gov

Waiver is requested on the **Executive Summary Template** as part of the application process.



NOSA Walk-through



Letter of Intent (LOI)

- Submitting an LOI is required. Only organizations that have submitted an LOI will be considered for full application
- Submit the LOI only via the <u>online form</u>
- Note: You are not able to save and come back to your form, so we recommend viewing the <u>PDF of the questions</u>, writing out your answers beforehand, and then submitting via the online form
- Deadline: Friday, November 1, 5pm ET



Invitation to Full Application

- ARC and State review LOI, will contact applicant with any issues, and will send eligible applicants an application link and instructions for submission
- Applications that differ substantially from the LOI (e.g., project scope; eligibility status) may be disqualified



Full Application – Executive Summary

- In addition to the application, an Executive Summary is required (<u>using ARC's template</u>)
- Overview of project, plus:
 - Which **funding priority** you're addressing (individual, organizational, or community capacity building)
 - Whether you're applying as a **beneficiary**, an **intermediary**, or both
 - Is your project a planning or implementation project
 - Whether you're requesting a Match Waiver
 - A list of project beneficiaries



Executive Summary

- Up to 2 pages maximum
- This is your pitch
- A <u>link to the Executive Summary</u> template in the NOSA
- The Executive Summary should be uploaded to the Reviewr submission platform as a separate PDF file

Appalachian Regional Commission

READY Grants to Grow Initiative (G2G)

Executive Summary Template

Project Title	Provide a descriptive title for the project.				
Project Grantee	Identify applicant's legal name.				
Counties and States Served	Identify each county served and its economic status (e.g., transitional, distressed, etc.), and include a list of ARC states.				
Purpose	Provide one-sentence statement describing purpose of proposed project.				
Funding priority(ies)	Community Capacity Building Organizational Capacity Building Individual Capacity Building				
Are you applying as a Beneficiary an Intermediary, or Both?	Beneficiary Intermediary Both Beneficiary and Intermediary				
Is your project an implementation grant or a planning grant?	 Implementation Grant (\$100k - \$500k) Planning Grant (up to \$100k) 				
Funding Sources	Use a table like the one below to present your funding sources and amounts.				
	Types of Funds Funding Amount Percentage Source of Funds				



READY Grants to Grow –

Project Description and Strategic Alignment

- Describe scope of work, Appalachian counties served, and project beneficiaries
- Strategic alignment: identify the specific capacity challenge the project is addressing, and how the project will enable the beneficiary to build capacity and thus advance regional economic development
- The project should not be a request to maintain operations or sustain existing activities



Project Outputs and Outcomes (Performance Measures)

- All projects must have documented performance measures
- See the <u>Guide to ARC Project Performance Measures</u> for information on identifying outputs and outcomes
- Implementation projects must include at least one of the following:
 - Workers/trainees served (output) and improved (outcome)
 - Organizations served (output) and improved (outcome)
 - Communities served (output) and improved (outcome)
- Planning projects must include:
 - Plans/reports developed as a result of the ARC project (output)



Application Review & Scoring Criteria

- Up to 100 points for Implementation
- Up to **50 points** for Planning
- Note relevant details and information needed for intermediary vs beneficiary led projects

Scoring Matrix for Planning Projects		
A. Executive Summary	Section 1	Required
Complete the required <u>Executive Summary template</u> , providing project goals and strategies, the project's purpose, key activities, and applicant information.		
B. Project Description	Section 2	Up to 12 pts
Describe the applicant's mission and work.		Up to 4
Intermediary-led projects: If the applicant is serving as an intermediary, include a description of its relationship with the intended beneficiaries of the project, if applicable.		
Explain the scope of work, ARC counties served by the project, and intended results of the project.		Up to 4
<u>Intermediary-led projects;</u> If the applicant is serving as an intermediary, identify the intended beneficiary(ies) of the project and the intermediary's role in the project.		
<u>Beneficiary-led projects</u> : If the applicant is the beneficiary of the project, identify work to be completed by external contractors, if applicable.		
Explain how the <u>beneficiaries</u> of the project identify as 'low capacity,' support underserved groups/areas, and engage in work that advances the economic vitality in their communities.		Up to 4
If beneficiaries have not yet been determined, explain how the applicant will ensure the beneficiaries fit the criteria above.		



Application Preparation



Pre-Application Step

Unique Entity Identifier and System for Award Management (SAM)

Applicants are required to meet the following criteria:

- Be registered in the System for Award Management (SAM) at SAM.gov before any federal funds are awarded to the applicant
- Provide a valid Unique Entity ID (UEI) in their application
- Ensure any first-tier subrecipients (direct subrecipients of grantees) have a UEI number
- Continue to maintain an active SAM registration with current information at all times, during which they have an active federal award or an application or plan under consideration by ARC
 - SAM registration needs to be renewed every year



Required Standard and Application Forms

- <u>Executive Summary</u>
- <u>SF-424</u> (Application for Federal Assistance)
- SF-424A (Budget for Non-construction projects)
- <u>SF-424B</u> (Grantee Assurances)
- ARC Memorandum of Understanding
- Budget Narrative
- Workplan & Timeline
- Application Narrative
 - <u>Planning Project</u> Template
 - <u>Implementation Project</u> Template



More information, and required documents, can be located in the <u>NOSA</u>:



arc.gov

Additional Supplementary Documents

- Negotiated Indirect Cost Rate Agreement (NICRA), if applicable
- Match Letter(s), if applicable
- Letter(s) of Support, if applicable
 - Implementation Projects: At least (3) Letters of Support
 - No form letters!

More information, and required documents, can be located in the <u>NOSA</u>.

Reminder: Grant applications are limited to **50 pages**. This total includes both the narrative and the uploaded attachments. The narrative is limited to **15 pages, single spaced, in 12-point font**. Narrative templates **must** be used.



Executive Summary

- Up to 2 pages maximum
- This is your pitch
- A <u>link to the Executive Summary</u> is in the NOSA
- The Executive Summary should be uploaded to the Reviewr submission platform as a separate PDF file



READY Grants to Grow Initiative (G2G)

Executive Summary Template

Project Title	Provide a descriptive title for the project.				
Project Grantee	Identify applicant's legal name.				
Counties and States Served	Identify each county served and its economic status (e.g., transitional, distressed, etc.), and include a list of ARC states.				
Purpose	Provide one-sentence statement describing purpose of proposed project.				
Funding priority(ies)	 Community Capacity Building Organizational Capacity Building Individual Capacity Building 				
Are you applying as a Beneficiary an Intermediary, or Both?	Beneficiary Intermediary Both Beneficiary and Intermediary				
Is your project an implementation grant or a planning grant? Funding	Implementation Grant (\$100k - \$500k) Planning Grant (up to \$100k) Use a table like the one below to present your funding sources and amounts.				
Sources	SAMPLE TABLE				
	Types of Funds Funding Amount Percentage Source of Funds				



SF-424 – Application for Federal Assistance

Important!

- Follow instructions attached to form
- Use correct legal name
- Proposed grant term (up to 18 36 mo.)
- Start date: No earlier than 09/01/2025
- List all funding sources
- Authorized rep <u>must</u> sign/date
- Include correct email and phone number of primary contact and authorized representative
- Use the most recent version (2022) of <u>SF 424</u> - must have UEI field

				Expiration Date: 12/31/2				
Application for I	ederal Assista	ince SF-424						
* 1. Type of Submissi Preapplication Application Changed/Correct	on: sted Application	Crype of Application: New Continuation Revision	* If Revision	i, select appropriate letter(s):				
* 3. Date Received:		4. Applicant Identifier:						
5a. Federal Entity Ide	viller:		5b. Fed	eral Award Identifier:				
State Use Only:								
6. Date Received by t	State:	7. State Application	ldentifier:					
8. APPLICANT INFO								
* a. Legal Name:	rumet I IVIN.							
* b. Employer/Taxpay	er Identification Nur	nber (EIN/TIN):	*c. UEI					
d. Address:								
* Street1:								
Streef2: City: County/Parish:								
* State:								
Province:								
* Country:	USA: UNITED S	TATES						
* Zip / Postal Code:								
e. Organizational U	ait:							
Department Name:			Division	Division Name:				
f. Name and contac	information of p	erson to be contacted on m	atters invo	lving this application:				
Prefix:		* First Nam	10:					
Middle Name:								
* Last Name:								
Suffix:								
Tibe:	on:]				
Title: Organizational Affiliat				Fax Number:				

Watch the instructional video that accompanies ARC's <u>Non-</u> <u>Construction Standard Forms</u>:



Non-Construction Project Budget (SF424A – page 1)

Section A (Budget Summary):

- Grant Program is ARC
- Federal (ARC) and Non-Federal (Match) funds entered under "New or Revised Budget" section

Section B (Budget Breakdown):

- Project budget expenses must align with the scope of project activities
- Consistent project costs across standard forms and budget narrative that are devoid of cents
- If including indirect costs, **must** be included in budget submitted in application

				SECT	10	N A - BUDGET SU	MM	ARY			
	Grant Program Function	Catalog of Federal Domestic Assistance	Estimated Un		Unobligated Funds		New or Revised Budget				
	or Activity (a)	Number (b)		Federal (c)	Γ	Non-Federal (d)	t	Federal (e)	Non-Federal (f)	Γ	Total (g)
1.1	ARC		\$	(9)	\$	(3)	\$		^{\$} Match funds	\$	Total Budget
2.							T				0.0
3.					T		t			T	0.0
4.					T		T			T	0.0
5.	Totals		\$	0.00	\$	0.00	\$	0.00	\$ 0.00	\$	0.0
				SECTIO	DΝ	B - BUDGET CATE	G	ORIES			
6.	Object Class Catego	pries				GRANT PROGRAM, F	-			1	Total
	, ,		(1)		(2)		(3		(4)	6	(5)
	a. Personnel			RC	17	Match	12	Leave Blank		Ű	Budget
b. Fringe Benefits		ïts				Funds	Π	Leave Blank	ſ		Category
c. Travel		+		Ħ	runus	Ħ		1	t	Totals	
	d Environment		+		₩		₩		ł	+	Go Here
	d. Equipment		4	-	#		Щ		4		_
	e. Supplies										
	f. Contractual		Т		T		Π		Ĩ		
	g. Construction				Π		Π				
	h. Other		Т		Π		Π		[[
i. Total Direct Charges (sum of 6a-6h)		Т		Π		Π		[
j. Indirect Charges		T		Π		Π		1			
	k. TOTALS (su	m of 6i and 6j)	\$,	ł		ł			\$	
7.	Program Income		\$		\$		\$		\$	\$	0.0
_				A	1	ed for Local Repro	-	- 41			d Form 424A (Rev. 7-97



Watch the instructional video that accompanies ARC's <u>Non-Construction Standard Forms</u>:



SF424A – Non-Construction Project Budget (page 2)

Section C

List all matching funds

Section D (optional)

 List forecasted funding needs by quarter, for the FIRST YEAR broken out by ARC funds (line 13) and match (line 14).

Section E (optional)

 List ARC funding needs for each year (12month period) of the grant

Section F (if applicable)

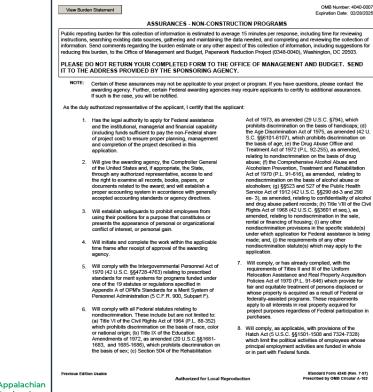
- Line 21 Briefly describe any "other" costs
- Line 22 If including indirect costs, please identify your IDC rate or de minimis rate



Find the <u>SF 424A here</u>.

	SECTION C -	NON-FEDERAL	RESOURCES		
(a) Gra	ant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Match Source	\$ applicant match funds	\$ state match funds	\$ all other sources of match	\$ Total Match	
9.		\$			
10.		\$			
11.		\$			
12. TOTAL (sum of lines 8-11)		\$	\$	\$	s
	SECTION D -	FORECASTED	CASH NEEDS		
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarte
13. Federal	\$ total ARC funds for 1st year	\$ ARC funds for 1st quarter year 1	\$ ARC funds for 2nd quarter year 1	\$ARC funds for 3rd quarter year 1	1
14. Non-Federal	\$ total match funds for 1st year	\$ Match funds fo r 1st quarter year 1	\$ Match funds f	\$Match funds for 3rd quarter year 1	
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
	CTION E - BUD		S OF FEDERA	L FUNDS NEED	ED FOR
	ant Program			UTUR FUNDING Years)	9 PERIODS
		(b) First	(c) Second	(d)Third	(e)Fourt
16. ARC	<pre>\$ total ARC funds for 1st year</pre>	\$ total ARC funds for 2nd year	\$	\$	
17. 18.					
19.					
20. TOTAL (sum of lines 16-19)		\$			
20. TOTAL (sum or lines to-re)	φ	\$	\$	\$	
	SECTION F - O	THER BUDGET	INFORMATION	i	
21. Direct Charges: Identify any	"Other" costs		rect Charges: t Cost Rate (ba :	sed on NICRA o	r de minimis)
23. Remarks: Leave Blank			(,

SF424B - Grantee Assurances



SF 424B - (Non-construction Projects only)

Please read!

- Standard, fillable form required by all those seeking to secure federal financial assistance for non-construction projects through grant programs
- Provides assurance that the grantee will comply with all **applicable*** requirements put forth by federal law, executive order, regulation, and any policy governing a federal grant program

*Note that not all assurances will be applicable to your project or program

Regional Commission

ARC Memorandum of Understanding (MOU)

- Outlines conditions that apply to all ARC grants
- Changes in Scope
- At least some ARC funds must be spent within 18 months
- Find the <u>ARC MOU here</u>

Memorandum of Understanding For ARC Projects							
	Memorandum of onderstanding 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 under 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 all construction projects in accordance with Section 402 of the Appalachian Regional Development Act of 19 as amended.						
ARC Underrun Policy:	Each disbursement of funds for a project receiving assistance from more than one Federal source will deemed to be a proportional disbursement from each source. In the event of an underrun, the ARC will 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 cos this project after the ARC approval, these funding sources should not be used to reduce the amount of lo funds pledged. If new funds are made available to this project, the ARC and the Basic Federal Agency, if should be notified immediately. ARC reserves the right to reconsider the level of its funding approval in such eventuality.						
Changes in Scope:	It is understood that a change-in-scope may not be implemented without prior written approval from the AF and the Basic Federal Agency, if any. A change of scope is any major change to the project design, the type project to be completed, capacity of the system, size of project, the number and/or type of customers served 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 AF application, if any, and follow bidding and contract award procedures to insure that all pertinent Federal lav are compleied with. Coordination with the Federal agency begins with filing an application with the bas Federal agency.						
Restrictions on Assistance:	ARC funds shall not be used for: a. any form of assistance to relocating industries; b. recruitment activiti 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, plaque appropriately acknowledging the assistance provided through the ARC program, provided that such item not be required if it would be prohibited as an eligible project cost under the basic federal program throu which the ARDA assistance is provided.						

Budget Narrative

- Provide written explanation of expenditures and <u>how they align</u> with project scope:
 - Details on Personnel & Fringe Benefits, Contractual expenses
 - Purpose of Travel
 - Itemize Supplies and Equipment
 - Itemize "Other" budget line items. No "Miscellaneous items" or "Etc."
 - Include subtotals for each category
 - Use whole dollars devoid of cents
 - Show your math/calculations!

Budget Narrative Worksheet for Non-Construction ARC Projects

For grants approved by ARC on or after June 21, 2024. Note: This worksheet is intended to be a helpful tool in developing the Budget Narrative text for the final grant application. It is not a substitute for the required budget narrative part of the grant application.

Grantee Name:

Project Title:

			-	
COST CATEGORY	ARC	COST-SHARE	TOTAL (ARC +	
TOTAL DIRECT CHARGES		Matching Funds	Match)	
Personnel I: Position Title, # of individuals with this title 🔹	ARC	Cost-Share Cash	Total 🔻	
			\$-	
Personnel II: Position Title, # of individuals with this title				
			\$ - <u>.</u>	
Total Personnel Cost	Ŧ	ş -	\$ -	
Fringe Benefits	ARC	Cost-Share Cash	Total 🔻	
			\$ - <u>,</u>	
Total Fringe Benefits Cost	-	ş -	ş -	
Travel	ARC	Cost-Share Cash	Total 💌	
			ş - j	
Total Travel Cost	\$ -	\$ -	ş -	
Equipment	ARC	Cost-Share Cash	Total 🔻	
			s -	
Total Equipment Cost	s -	s -	s -	
Supplies 🗸	ARC	▼ Cost-Share Cash ▼	Total 🔻	
Supplies	Ant	Cost-Share Cash		
			ş -	
Total Supplies Cost		\$ -	ş -	
Contractual	ARC	Cost-Share Cash	Total 💌	
			\$ -	
Total Contractual Cost	7	\$ -	\$ -	
Other 💌	ARC	Cost-Share Cash	Total 💌	
			Ş -	
Total Other Cost		\$ -	ş -	
TOTAL DIRECT CHARGES	ş -	ş -	ş -	
TOTAL INDIRECT CHARGES	ARC	Cost-Share Cash	Total 👻	
			\$ -	
TOTAL INDIRECT CHARGES	\$ -	\$ -	\$ -	
TOTAL PROJECT COST	\$ -	\$ -	\$ -	

Budget Narrative (Cont.)

- Costs should be based on actual estimates (e.g. market research or quotes from vendors/contractors).
- Figures should align with SF-424A. Check your math!
- See NOSA for <u>required template</u>
- Include information on procurement procedures (if applicable)
- Provide details of your match funding (if applicable)

Budget Narrative Worksheet for Non-Construction ARC Projects

For grants approved by ARC on or after June 21, 2024. Note: This worksheet is intended to be a helpful tool in developing the Budget Narrative text for the final grant application. It is not a substitute for the required budget narrative part of the grant application.

Grantee Name:

Project Title:

COST CATEGORY		COST-SHARE	TOTAL (ARC +
TOTAL DIRECT CHARGES	ARC	Matching Funds	Match)
Personnel I: Position Title, # of individuals with this title	ARC 🔻	Cost-Share Cash 🔻	Total 🔻
,			S -
Personnel II: Position Title, # of individuals with this title			Ť
			\$ -
Total Personnel Cost	ş -	Ş -	Ş -
Fringe Benefits 🔹	ARC	Cost-Share Cash 🔻	Total 🔻
			\$ -
Total Fringe Benefits Cost	ş -	ş -	ş -
Travel 💌	ARC 🔻	Cost-Share Cash 🔻	Total 🔻
			\$ -
Total Travel Cost	\$ -	\$ -	\$ -
Equipment 💌	ARC 💌	Cost-Share Cash 💌	Total 💌
			ş -
Total Equipment Cost	ş -	\$ -	\$ -
Supplies	ARC 🔻	Cost-Share Cash 🔻	Total 🔻
			\$ -
Total Supplies Cost	\$ -	\$ -	\$ -
Contractual	ARC	Cost-Share Cash 🔻	Total 🔻
			ş -
Total Contractual Cost	ş -	\$ -	ş -
Other 💌	ARC 🔻	Cost-Share Cash 🔻	Total 🔻
			ş -
Total Other Cost	\$ -	\$ -	\$ -
TOTAL DIRECT CHARGES	\$ -	\$ -	\$ -
TOTAL INDIRECT CHARGES	ARC 🔻	Cost-Share Cash 🔻	Total 🔻
			ş -
TOTAL INDIRECT CHARGES	ş -	ş -	ş -
TOTAL PROJECT COST	ş -	ş -	ş -

Project Workplan and Timeline



Workplan Template

A required application component under "Project Description" for both construction/non-construction projects.

Instructions: Please complete the workplan below to outline and describe all major project activities. You may add or remove rows for milestones and action steps as necessary.

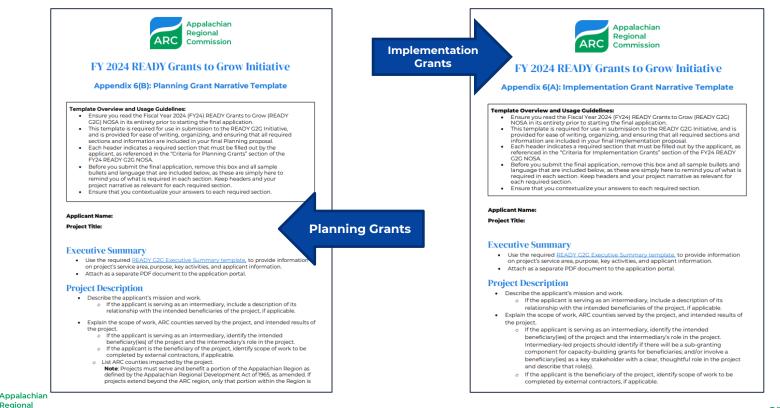
Proposed Activity or Milestone #1:							
Key Action Steps	Timeline	Expected Outcome(s)	Person or Area Responsible	Notes/Comments			
Define each action step by it's own row - add or delete rows as necessary	A start and expected completion date must be included for each action step	Please define expected outcome for each step	A responsible person or division must be identified for each step	Additional notes or comments are optional			
2							
}							
5							
Proposed Activity or Milestone #2:							
ey Action Steps	Timeline	Expected Outcome(s)	Person or Area Responsible	Notes/Comments			
1							
2							

- Concisely state your proposed activities/deliverables/milestones
- Should align with your period of performance, project narrative and project budget
- List the specific tasks to achieve these



 Timeline – Expected Outcomes – Person/Team Responsible – Notes/Comments/Resources Needed

Application Templates



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Timeline & Next Steps



Application Timeline



Date	Event
September 25, 2024	NOSA Release
November 1, 2024 by 5pm ET	Letter of Intent (LOI) due
December 4, 2024	Invited applicants will receive access to the application portal via email
February 14, 2025 by 5pm ET	Application deadline
Beginning September 2025	Awards announcements- rolling approval
	Projects Begin

What to Expect after Submission

- All applicants will receive a response regarding their funding status – at the LOI stage and the full application stage
- Notifications of award will be given in September 2025 and projects can begin on or after September 1, 2025 (after ARC's announcement)



Summary - How to Apply for READY Grants to Grow

- Ensure your organization has a SAM.gov registration and it is up to date. Note: First-tier sub-awardees need a UEI number but not sam.gov registration.
- 2. Submit an LOI by November 1, 2024.
- 3. Receive the link to the application portal on December 4, 2024.
- 4. Utilize the provided **application templates** (either Planning or Implementation) to create your grant application.
- 5. Upload the full application template and executive summary template as PDFs separately to the application portal, and hit
 submit by February 14, 2025, at 5pm ET.



Technical Assistance for Applying

- Consult <u>ARC's Guidance for Capacity Building</u> <u>Projects</u>
- Local Development Districts (LDDs)
- READY Grants to Grow Landing Page
- READY Grants to Grow NOSA



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READY Grants to Grow

Q&A



Contact Information

Please direct <u>all</u> questions to the **READY Program**, <u>READY@arc.gov</u>

Thank You!!

Megan Robinson, Program Manager Bettina Jones, Program Analyst Cortney Beltz, Grants Management Specialist



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Please take our survey!



https://forms.office.com /g/9dY1vnuY9U



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