



INSPIRE

**Investments Supporting Partnerships
In Recovery Ecosystems Initiative**



Appalachian
Regional
Commission

INSPIRE Pre-Application Webinar Agenda

- ✓ Welcome remarks by Gayle Manchin, ARC Federal Co-Chair
- ✓ Introduction to the Appalachian Regional Commission (ARC)
- ✓ Introduction to the INSPIRE Initiative
- ✓ Crucial Components of the FY25 INSPIRE NOSA
- ✓ Participant Questions & Answers



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Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE)

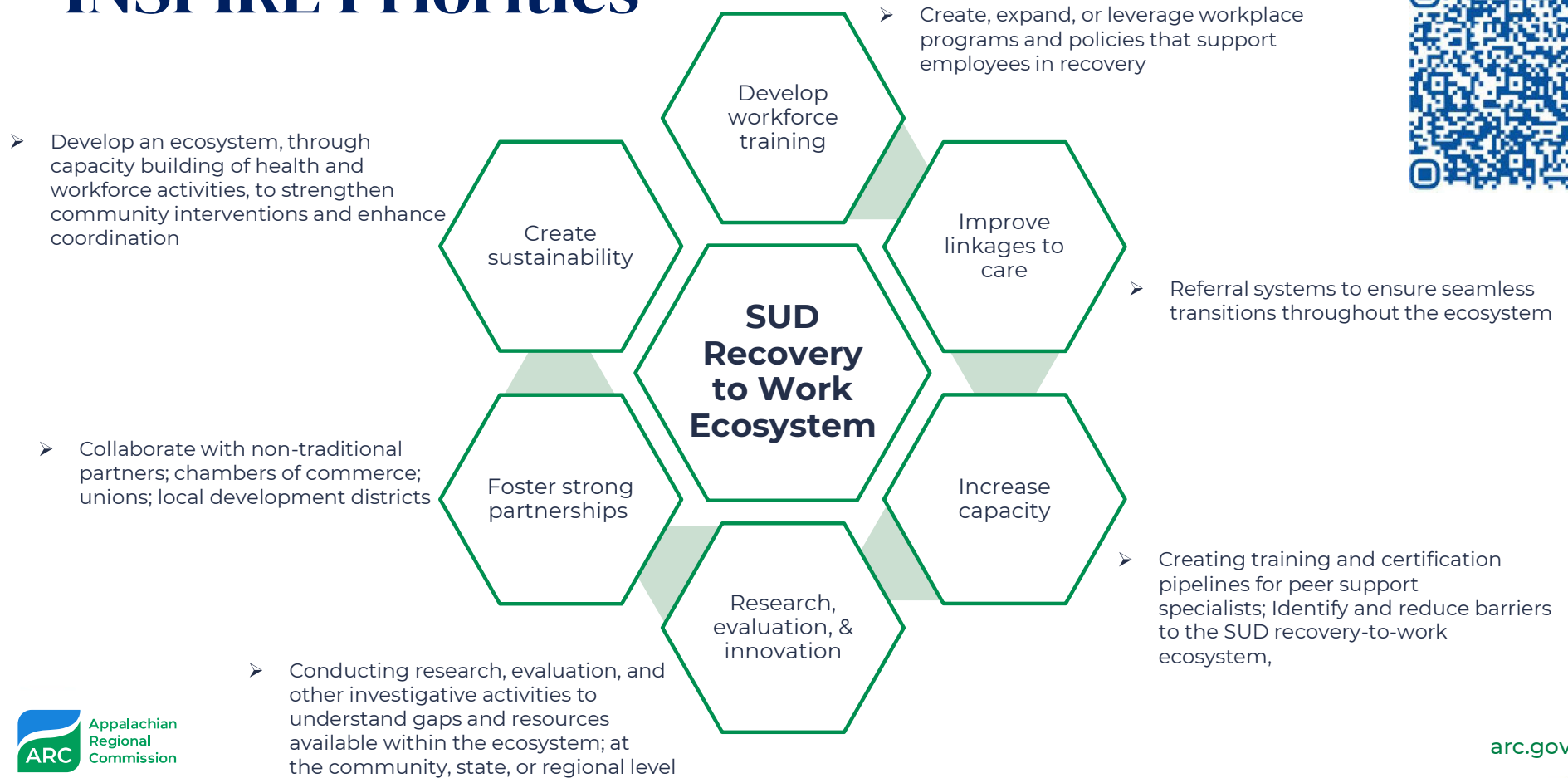
The INSPIRE Initiative makes funding available for projects that address the substance use crisis by **creating or expanding a recovery ecosystem** that will lead to workforce entry or reentry for individuals in recovery from substance use disorder (SUD).

Examples include:

- Investments in healthcare networks and partnerships and support for projects designed to coordinate or link recovery services
- Creating social enterprises
- Increasing employer engagement in Recovery Friendly Workplaces



INSPIRE Priorities



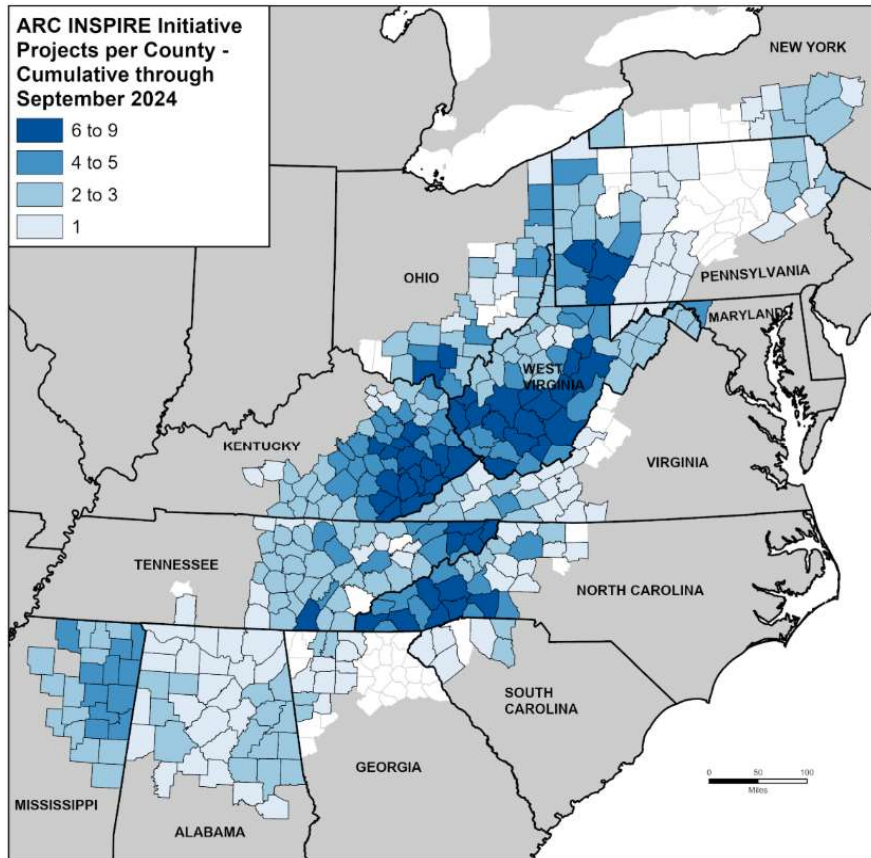
Scan the QR to review the NOSA!





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INSPIRE Impact to Date



Appalachian Regional Commission, September 2024

\$53.6 million invested in **166 projects** that address Appalachia's SUD crisis across **360 counties** (out of 423 counties!).

Projected to:

- ✓ Improve more than **3,000 businesses**
- ✓ Provide opportunities for nearly **16,200 students and workers** in creating or expanding recovery ecosystems leading to workforce entry or re-entry throughout the region
- ✓ Leverage more than **\$31 million** in additional private investments

Building Your Best Application

A Deep Dive into the INSPIRE NOSA

INSPIRE 2025 Timeline of Events 9 (on page 1 of the NOSA!)

NOSA Release – January 13, 2025

Application Portal Open – January 13, 2025

Virtual Pre-Application Workshop – January 28, 2025

LOI Due – February 14, 2025

Final Applications Due – March 10, 2025, by 5pm ET

Awards Announced – Fall 2025

Scan the QR to review
the NOSA!



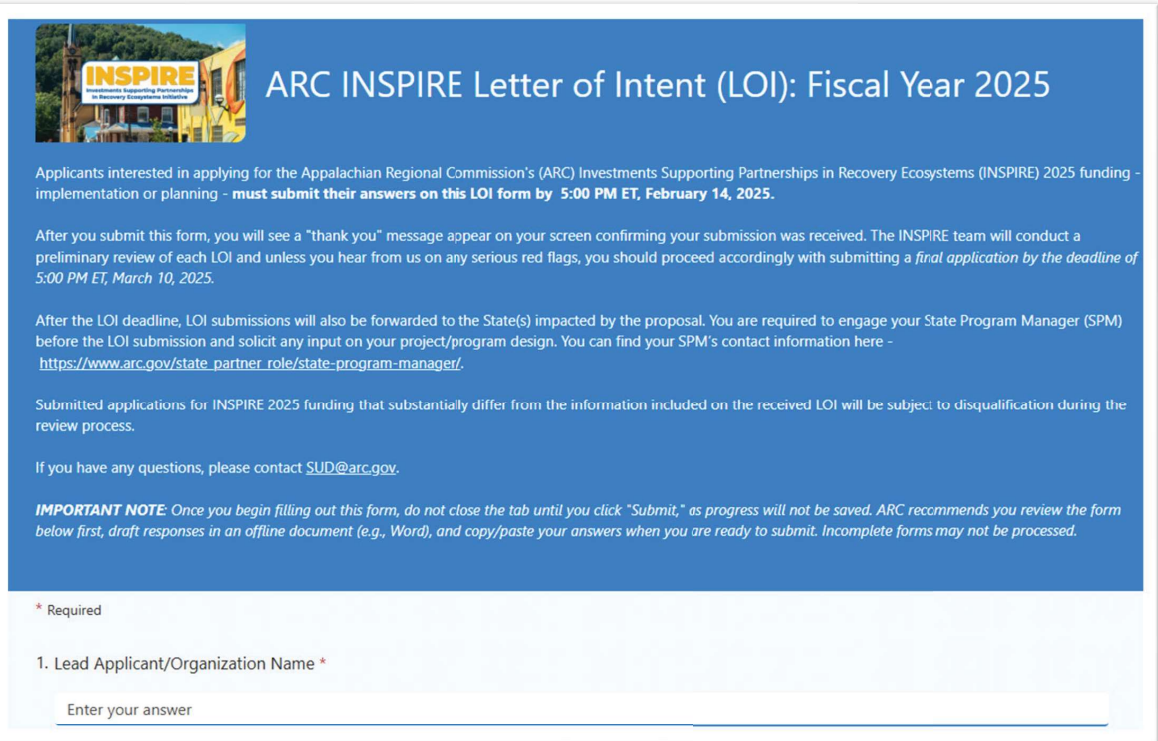
Letter of Intent (LOI)

The LOI helps ARC gauge what final applications may be coming our way.

Step 1: Speak with your state program manager to inform them of your intent to apply and to solicit any feedback on your project.

Step 2: Complete the LOI in its entirety by the **deadline of February 14, 2025.**

Step 3: [Submit your LOI via this Microsoft Form](#); do not wait until the last minute!



ARC INSPIRE Letter of Intent (LOI): Fiscal Year 2025

Applicants interested in applying for the Appalachian Regional Commission's (ARC) Investments Supporting Partnerships in Recovery Ecosystems (INSPIRE) 2025 funding - implementation or planning - **must submit their answers on this LOI form by 5:00 PM ET, February 14, 2025.**

After you submit this form, you will see a "thank you" message appear on your screen confirming your submission was received. The INSPIRE team will conduct a preliminary review of each LOI and unless you hear from us on any serious red flags, you should proceed accordingly with submitting a *final application by the deadline of 5:00 PM ET, March 10, 2025.*

After the LOI deadline, LOI submissions will also be forwarded to the State(s) impacted by the proposal. You are required to engage your State Program Manager (SPM) before the LOI submission and solicit any input on your project/program design. You can find your SPM's contact information here - https://www.arc.gov/state_partner_role/state-program-manager/.

Submitted applications for INSPIRE 2025 funding that substantially differ from the information included on the received LOI will be subject to disqualification during the review process.

If you have any questions, please contact SUD@arc.gov.

IMPORTANT NOTE: Once you begin filling out this form, do not close the tab until you click "Submit," as progress will not be saved. ARC recommends you review the form below first, draft responses in an offline document (e.g., Word), and copy/paste your answers when you are ready to submit. Incomplete forms may not be processed.

* Required

1. Lead Applicant/Organization Name *

Enter your answer

Executive Summary

- ✓ 2 pages maximum
- ✓ This is your elevator pitch!
- ✓ [Executive Summary Template](#) is in the NOSA and on the [INSPIRE Application Information Page](#).



FY 2025 INSPIRE Initiative

Executive Summary Template

(up to 2 pages maximum)

Project Title	Give a descriptive title of 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 a one-sentence statement describing purpose of proposed project.																								
Funding Sources	Use a table like the one below to present your funding sources and amounts. <div style="text-align: center;">SAMPLE TABLE</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Types of Funds</th> <th>Funding Amount</th> <th>Percentage</th> <th>Source of Funds</th> </tr> </thead> <tbody> <tr> <td>ARC</td> <td>\$xxx, xxx</td> <td>X%</td> <td>ARC INSPIRE</td> </tr> <tr> <td>Other federal</td> <td>\$xxx, xxx</td> <td>X%</td> <td>Other federal</td> </tr> <tr> <td>State</td> <td>\$xxx, xxx</td> <td>X%</td> <td>State grant</td> </tr> <tr> <td>Local</td> <td>\$xxx, xxx</td> <td>X%</td> <td>Grantee, Foundation, etc.</td> </tr> <tr> <td>Total</td> <td>\$xxx, xxx</td> <td>100%</td> <td></td> </tr> </tbody> </table>	Types of Funds	Funding Amount	Percentage	Source of Funds	ARC	\$xxx, xxx	X%	ARC INSPIRE	Other federal	\$xxx, xxx	X%	Other federal	State	\$xxx, xxx	X%	State grant	Local	\$xxx, xxx	X%	Grantee, Foundation, etc.	Total	\$xxx, xxx	100%	
Types of Funds	Funding Amount	Percentage	Source of Funds																						
ARC	\$xxx, xxx	X%	ARC INSPIRE																						
Other federal	\$xxx, xxx	X%	Other federal																						
State	\$xxx, xxx	X%	State grant																						
Local	\$xxx, xxx	X%	Grantee, Foundation, etc.																						
Total	\$xxx, xxx	100%																							
Project Description	Describe major activities to be conducted. The description should address who, what, where, when, and how for each major activity. (Maximum of one to two paragraphs.)																								
List of Partners	List all partners involved based on level of responsibility. As appropriate, list which partners are providing matching funds (and how much they are committing to this project).																								

Are you a fiscal agent or principal partner on an open INSPIRE, POWER, WORC, or Area Development (AD) grant? Yes No _____ Project Title

Statement of Need (only for Implementation projects)

Target population

Community needs

Challenges to workforce participation

Economic and demographic statistics

Gaps in ecosystem

Project Description



Overview

- Organizational mission & work
- Meeting target population needs
- Partnership selection
- Meeting workforce needs
- Documentation of need
- Description of expansion or linkages



Planning Efforts

- Workplan & timeline
- Alignment with business and community



Partnerships

- At least 3 partnership letters are required
- Cross sector collaborations
- Robust project team

Projected Outputs and Outcomes (Performance Measures)

- ✓ All projects must have documented output and outcome performance measures.
- ✓ See the [Guide to ARC Project Performance Measures](#) for information on identifying outputs and outcomes + our SUD specific measures.
- ✓ See also [Appendix 7: Logic Model & Performance Measures](#) for definitions on required measures
- ✓ **IMP performance requirements**
 - Businesses served/improved, and
 - Workers/trainees served/improved
- ✓ **PLN performance requirements**
 - Plan/report



Guide to ARC Project Performance Measures – Health, Substance Use Disorder Projects

Standalone Measures

Business Created Outcome	
Definition	The number of new businesses created as a result of an ARC project
Example grant activities	Creation of a social enterprise, support of project participants in creating their own business (e.g., 501c3, LLC, etc.), creation of proprietary SUD models specific to workforce training (e.g., culinary education and certification for women with SUD or for those justice-involved)
How might this be measured?	Number of new businesses created
Typical timeframe	By grant closeout
Additional guidance	<ul style="list-style-type: none"> • Business should be defined per federal standards/definitions. • This measure should only be used to measure new business creation, not the number of existing businesses recruited or otherwise relocated from other areas.

Strategic Alignment

A couple things to keep in mind...

- ✓ Ensure alignment with *Goal 2, Building Appalachia's Workforce Ecosystem, of ARC's Strategic Plan*
 - [Appalachia Envisioned: A New Era of Opportunity—ARC Strategic Plan Fiscal Years 2022–2026](#)
- ✓ Ensure alignment with *strategy statements* of ARC state(s)
 - [13 ARC state strategy statements](#)

Project Budget Components

- SF-424A Budget Form
- Budget Narrative
- ARC Match Rate Calculation
- Match Funding Commitment Letters



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SF-424A – Budget Form for Non-Construction Projects

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	ARC INSPIRE		\$	\$	\$ ARC	\$ Match	\$ Total Budget
2.							
3.							
4.							
5.	Totals		\$	\$	\$	\$	\$

Section A: Budget Summary

- Grant Program: ARC INSPIRE
- Catalog of Federal Domestic Assistance Number: 23.002
- Federal (ARC) and Non-Federal (Match) funds entered under "New or Revised Budget" section



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SF-424A – Budget Form for Non-Construction Projects

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	ARC	Match		Total Budget	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Section B: Budget Categories

- Indirect costs must be included in budget at time of application
- Program Income uncommon - ordinarily deducted from award; can be counted towards match with prior approval from ARC

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-97)
Prescribed by OMB (Circular A -102) Page 1A



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SF-424A – Budget Form for Non-Construction Projects

Section C: Matching Funds

SECTION C - NON-FEDERAL RESOURCES					
	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Match Funding Source #1	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9.	Match Funding Source #2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>



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SF-424A – Budget Form for Non-Construction Projects

Sections D, E, and F

Section D

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 12-month period of the grant

Section F (Optional)

- Line 22 total should match total indirect in Section B of this form

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ ARC	\$	\$	\$	\$
14. Non-Federal	\$ Match				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. OPTIONAL	\$	\$	\$	\$	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$	\$
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:	OPTIONAL		22. Indirect Charges:		
23. Remarks:					

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.			\$	\$	\$	\$	
2.							
3.							
4.							
5. Totals			\$				

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)					
7. Program Income					

Current versions can be downloaded from <https://www.arc.gov/resource/standard-forms-for-non-construction-applications/>

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Indirect Costs

- Costs not directly related to the project, but necessary for **general operations** - rent, utilities, accounting, record keeping, etc.
- Calculated as a % of the **modified total direct costs (MTDC)**.
- MTDC excludes equipment, capital expenditures, and costs such as facility rental, tuition, scholarships, participant support costs, and the portion of each subaward in excess of \$50,000.
- Indirect costs exceeding 15% will be approved **if already approved by another federal agency and you have a NICRA to submit with your application.**
- Cost rate above 15% may be credited towards match funding commitment.
- If you do not have an established indirect cost rate, **you may use 15% of the modified total direct costs.**

Budget Narrative

The detailed budget narrative breaks down the budget categories into individual line items for expenses.

- **Provide written explanation of expenditures and *how they align 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
- ✓ **Whole dollar amounts only, no cents please!**

- **Figures should align with SF-424A. Check your math!**

- See **Appendix 1: Budget Narrative** in NOSA for **required** template - <https://www.arc.gov/resource/budget-narrative-template/>
- Include information on procurement procedures and copy of procurement policy
- Provide details of your match funding

What is Match?

Funds or resources contributed to the project outside of ARC

All ARC projects require match, and must be verified with a commitment letter from the match source

Acceptable match sources:

- Applicant
- Foundations
- Public Sector (including other federal grants)
- Private Sector

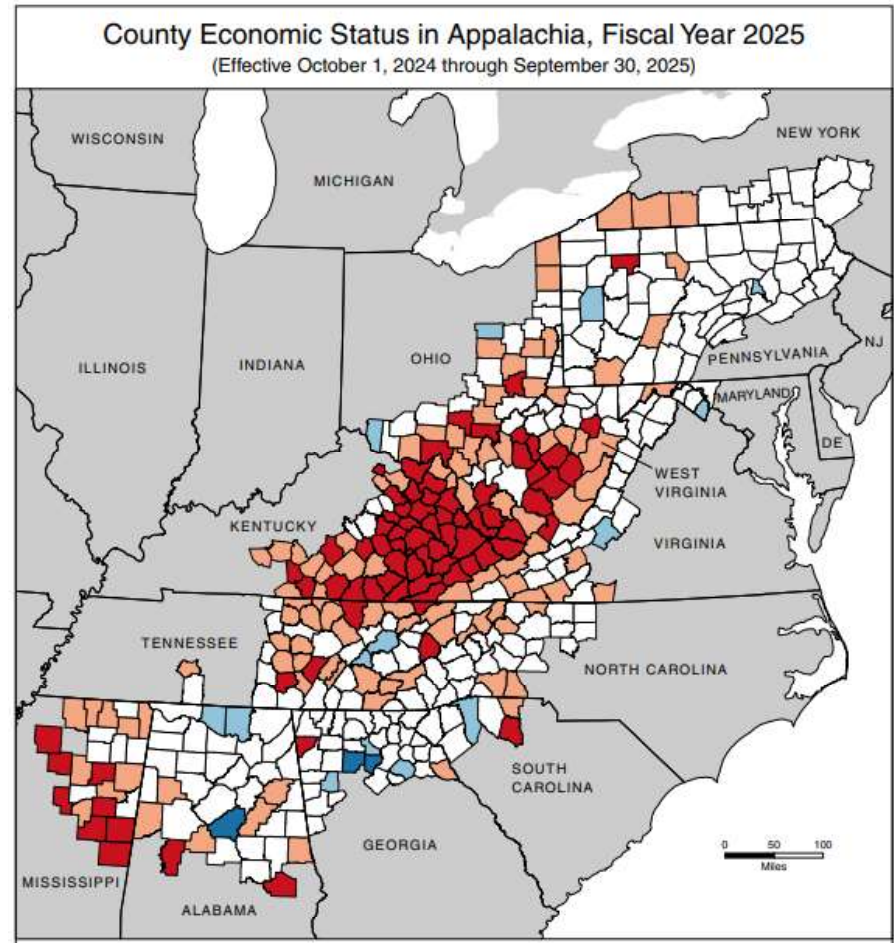
Types of match:

- Cash
- Loans
- Other Grants (including other federal awards with agency approval)
- In-kind donations (grantee-donated services and property, third-party donations, equipment and supplies)

Match Requirements

ARC match rates are determined by county economic status designations - <https://www.arc.gov/map/county-economic-status-in-appalachia-fy-2025/>

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



ARC's Match Rate Calculator

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

- Download the Excel file
- Watch the Instructional Video
- 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

The screenshot displays the ARC Match Rate Calculator spreadsheet. The interface includes a ribbon with tabs for Home, Insert, Page Layout, Formulas, Data, Review, View, Automate, Help, and Acrobat. The main data area is organized into columns for County, Economic Status, ARC Cost Share (%), and Match Cost Share (%). A summary table on the right provides calculated values for various metrics.

Economic Status	Maximum Allowable ARC Cost Share (%)	Minimum Match Cost Share (%)
Distressed	80	20
At-Risk	70	30
Transitional	50	50
Competitive	30	70
Attainment	0	100

Number of Counties	0	0	0	0
County Designation	Distressed	At-Risk	Transitional	Competitive
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	\$ -			
Minimum Total Match Amount	\$ -			

MULTI-County Projects	ARC Cost Share (%)	Match Cost Share (%)
Match Rate (Default rate)	0.0%	100.0%
Match Rate - (Average)	0.0%	100.0%
BEST Allowable ARC Cost Share	0.0%	100.0%

Number of Counties Served	0
Distressed	0
At-Risk	0

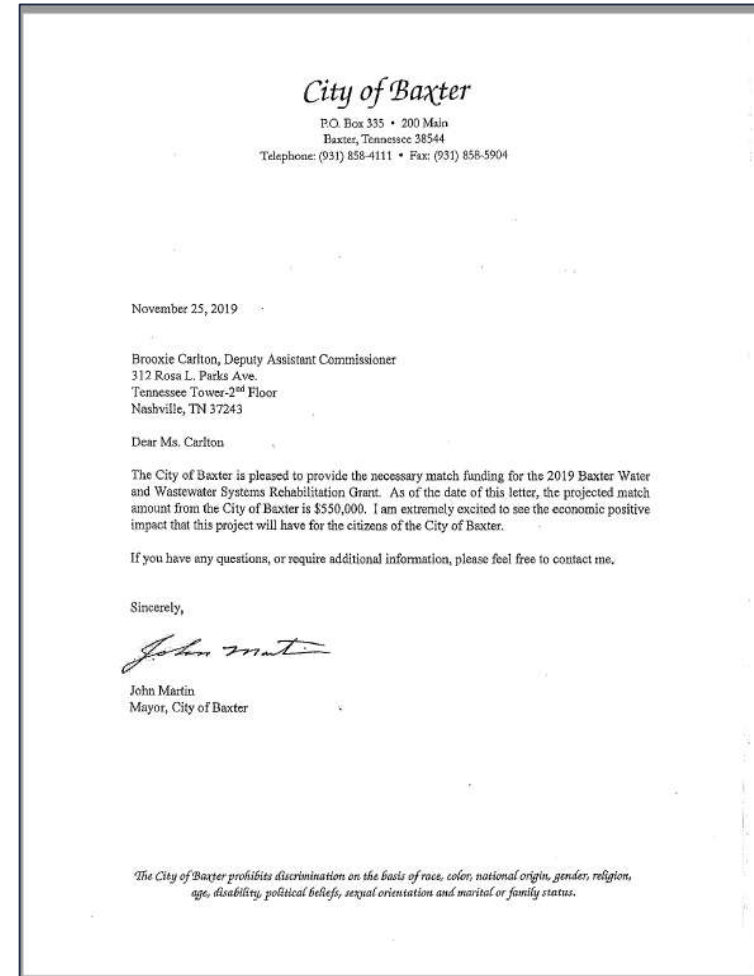
Match Commitment Letters

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

****Note – once project starts, you must track in-kind match (i.e. time sheets for personnel hours etc.).**

Match Commitment Letter Example

- On Letterhead
- Notes the specific amount of funding being provided
- Authorized Signature



Project Feasibility

- Ensure that your project workplan, timeline, budget, and staff resources are consistent with the project description and expected outputs and outcomes.
- Be realistic with your goals!

Organizational Capacity

Explain the project team's ability to undertake the proposed scope of work, including:

- Team members qualifications and experience managing large grants and federal awards;
- Familiarity with federal grant regulations (2 CFR 200);
- Organizational policies, procedures and systems.

Required Standard and NOSA Application Forms

- ✓ SF-424 (Application for Federal Assistance)
- ✓ SF-424A (Budget for Non-construction projects)
- ✓ SF-424B (Grantee Assurances)
- ✓ ARC Memorandum of Understanding
- ✓ Appendix 1: Budget Narrative
- ✓ Appendix 4: Workplan & Timeline
- ✓ Appendix 6: Application Narrative Template (for IMP & PLN grants)

More information and required documents can be located here:
<https://www.arc.gov/inspire-initiative-application-information/>

SF-424 – Application for Federal Assistance

- Follow instructions attached to form
- Use correct legal name
- Proposed grant term (1-3 years)
- List all funding sources
- Authorized rep needs to sign
- **IMPORTANT**–Include email of authorized representative
- **IMPORTANT**– Use the most recent version (2022) of [SF-424](#) -must have UEI field



OMB Number: 4340-0044
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

1. Type of Submission:
 Preapplication
 Application
 Changed/Completed Application
 Continuation
 Revision

2. Type of Assistance:
 New
 Other (Specify):

3. Date Received: (Continued by Grants.gov user submission)
4. Applicant Identifier:

5a. Federal Entry Identifier:
5b. Federal Award Identifier:

State Use Only:
6. Date Received by State:
7. State Application Identifier:

II. APPLICANT INFORMATION

***a. Legal Name:**

***b. Employer/Passover Identification Number (EIN/TIN):**
***c. Organizational OUNS:**

d. Address:
*** Street:**
*** Street2:**
*** City:**
*** County/Parish:**
*** State:**
*** Zip:**
*** Country:**
*** Zip / Postal Code:** (US, UNITED STATES)

e. Organizational Unit:
Department Name:
Division Name:

f. Name and contact information of person to be contacted on matters involving this application:
Prefix:
First Name:
Middle Name:
Last Name:
Suffix:
Title:
Organizational Affiliation:
*** Telephone Number:**
Fax Number:
*** Email:**

Application for Federal Assistance SF-424

16. Congressional Districts Of:
***a. Applicant:**
***b. Program/Project:**

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:
***a. Start Date:**
***b. End Date:**

18. Estimated Funding (in \$):

*a. Federal:	
*b. Applicant:	
*c. State:	
*d. Local:	
*e. Other:	
*f. Program Income:	
*g. TOTAL:	

19. Is Application Subject to Review by State Under Executive Order 12972 Process?
 a. This application was made available to the State under the Executive Order 12972 Process for review on
 b. Program is subject to E.O. 12972 but has not been selected by the State for review.
 c. Program is not covered by E.O. 12972.

20. Is the Applicant Delinquent On Any Federal Debt? If "Yes," provide explanation in attachment 1.
 Yes No
 Yes - provide explanation in attachment 1.

21. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements are true, accurate and complete to the best of my knowledge. Also provide the required assurances* and agree to comply with any resulting terms of award. I am aware that any false, fictitious, or fraudulent statements or claims that induce me to receive, or administrative penalties, (31 U.S.C. Code, Title 48, Section 1005).

*** CERTIFICATIONS:**
 ** 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:
*** First Name:**
Middle Name:
*** Last Name:**
Suffix:
*** Title:**
*** Telephone Number:**
Fax Number:
*** Email:**
*** Signature of Authorized Representative:** (Continued by Grants.gov user submission) *** Date Signed:** (Continued by Grants.gov user submission)

View Burden Statement

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$				\$

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$			
7. Program Income	\$	\$			

SF-424A: Budget Information

SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$	\$	\$	\$	\$
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

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Prescribed by OMB (Circular A-102), Page 2



Appalachian
Regional
Commission

SF-424B

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:

- 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.
- 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.
- 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.
- Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 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).
- 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. §§1681-1683, and 1685-1686), 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 od-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. §§3601 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.
- 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.
- 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.

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Prescribed by OMB Circular A-102

- Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
- Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED
	January 12, 2023

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MOU

Required for all ARC Grant Applications

<https://www.arc.gov/resource/memorandum-of-understanding/>



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

Phone 202-884-7730
Fax 202-884-7682

Memorandum of Understanding For ARC Projects

Project Name: _____
Date: _____ 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 Underun 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 underun, the ARC will be entitled to recover its proportionate share of the underun.

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 _____

Resource Link

On ARC's Applicant Resources Page:

- [Standard Forms for Non-Construction Projects](#)

[Watch the instructional video that accompanies ARC's Standard Forms](#)



INSPIRE NOSA Appendices

Required Documents

- [Appendix 1: Budget Narrative](#)
- [Appendix 4: Workplan & Timeline](#)
- **Appendix 6: Final Application Narrative**

Template(s)

- [Template for Implementation Projects](#)
- [Template for Planning Projects](#)

Helpful Resources

- Appendix 2: Indirect Cost Rates
- Appendix 3: Subrecipient vs. Contractor Determinations and Monitoring
- Appendix 5: Application and Program Development Resources
- Appendix 7: INSPIRE Logic Model & Performance Measures
- Appendix 8: Tips for Completing your Budget
- Appendix 9: Background on the INSPIRE Initiative

All appendices can be found on [page 21 of the NOSA](#)

Project Workplan and Timeline – Appendix 4

- Concisely state your goals
- List the specific tasks to achieve these goals
 - Timeline
 - Resources
 - Team Responsibilities
 - Strategy

FY25 - INSPIRE Work Plan and Timeline				
Project Name:		[Sentence 1: State the purpose of the project.]		
Applicant Name:		[Sentence 2: State your goal for solving the problem.]		
		[Sentence 3: Explain how and why the project/solution will solve the problem.]		
GOAL 1:				
[Concisely state your goal.]				
OBJECTIVES:	TIMELINE:	RESOURCES:	TEAM RESPONSIBILITIES:	STRATEGY:
[List the specific tasks to achieve this goal.]	[State when the project will begin and end. Include any other deadlines or important milestones.]	[Include the people, money, tools, and other resources the project requires.]	[Detail each team member's roles and responsibilities on the project. Be specific to avoid confusion during the project.]	[List the sub-tasks required to achieve the objectives for this goal.]
GOAL 2:				
[Concisely state your next goal.]				
OBJECTIVES:	TIMELINE:	RESOURCES:	TEAM RESPONSIBILITIES:	STRATEGY:
[List the specific tasks to achieve this goal.]	[State when the project will begin and end. Include any other deadlines or important milestones.]	[Include the people, money, tools, and other resources the project requires.]	[Detail each team member's roles and responsibilities on the project. Be specific to avoid confusion during the project.]	[List the sub-tasks required to achieve the objectives for this goal.]

Application Template – Appendix 6



FY 2025 INSPIRE Initiative

Appendix 6(B): FY 2025 Planning Grant Template

Template Overview & Usage Guidelines:

- Ensure you read the INSPIRE NOSA in its entirety prior to starting the final application.
- Applicants are required to [contact their state program manager](#) before submission of the LOI.
- **This template is required for use in submission** to the INSPIRE initiative, and is provided for ease of writing, organizing, and ensuring that all required sections and information are included in your final Implementation proposal.
- Each header indicates a required section that must be filled out by the applicant, as referenced in the Criteria for Planning Grants in the FY25 INSPIRE NOSA.
- Before you submit the final application, remove this box and all sample bullets and language that are included below, as these are simply here to remind you of what is required in each section. *Keep headers and your project narrative as relevant for each required section.*
- Ensure that you contextualize your answers to each required section. See grant writing resources in [Appendix 5](#) of the NOSA for additional information.

Organization Name:

Project Title:

Executive Summary

- Complete the required [Executive Summary template](#), providing project goals and strategies, the project's purpose, key activities, and applicant information. See template on the [ARC website](#).
- Attach as a separate document to the final application.

Implementation
Grants



FY 2025 INSPIRE Initiative

Appendix 6(A): FY 2025 Implementation Grant Template

Template Overview & Usage Guidelines:

- Ensure you read the INSPIRE NOSA in its entirety prior to starting the final application.
- Applicants are required to [contact their state program manager](#) before submission of the LOI.
- **This template is required for use in submission** to the INSPIRE initiative, and is provided for ease of writing, organizing, and ensuring that all required sections and information are included in your final Implementation proposal.
- Each header indicates a required section that must be filled out by the applicant, as referenced in the Criteria for Implementation Grants in the FY25 INSPIRE NOSA.
- Before you submit the final application, remove this box and all sample bullets and language that are included below, as these are simply here to remind you of what is required in each section. *Keep headers and your project narrative as relevant for each required section.*
- Ensure that you contextualize your answers to each required section. See grant writing resources in [Appendix 5](#) of the NOSA for additional information.

Organization Name:

Project Title:

Executive Summary

- Use the required INSPIRE Fiscal Year 2025 [Executive Summary template](#), to provide information on project goals and strategies, the project's purpose, key activities, and applicant information. See [template](#) on the ARC website.
- Attach as a separate document to the final application.

Planning Grants

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](http://www.ecfr.gov) - www.ecfr.gov

- Allowable Costs (Allowable, Reasonable, and Allocable) – **2 CFR 200.403-405**
- Procurement standards – **2 CFR 200.317-327**
- Sub-award and contractor protocols – **2 CFR 200.318; 331-332**
- Internal controls and financial management – **2 CFR 200.303**
- Record retention – **2 CFR 200.334**
- Property interests (equipment and real property) – **2 CFR 200.311-313**
- Conflicts of interest – **2 CFR 200.112; 200.318 (c)**
- Revisions of Budget and Program Plans – **2 CFR 200.308**
- Cybersecurity Controls – **2 CFR 200.303 (e)**
- Whistle Blower Protections – **2 CFR 200.217**



Appalachian
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Submitting Your Final Application

Scan the QR to bookmark the application submission Portal!



INSPIRE Initiative 2025

DESCRIPTION

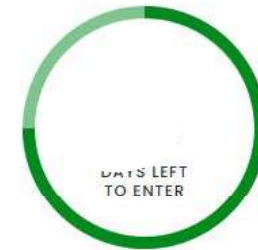
The INSPIRE Initiative makes funding available for projects that address the substance use crisis by creating or expanding a recovery ecosystem that will lead to workforce entry or re-entry for individuals in recovery from substance abuse disorder (SUD).

Please note the following dates:

- **INSPIRE RFP Release** – January 9, 2025
- **INSPIRE Letter of Intent (LOI) Due** – February 14, 2025 by 5pm ET – LOI's should be [submitted using this Microsoft Form](#).
- **INSPIRE Final Applications Due** – March 10, 2025 by 5pm ET – Final applications should be submitted via this Review portal.

For more information on INSPIRE, visit <https://www.arc.gov/sud/>

Thank you!



CREATE AN ACCOUNT

LOGIN

Submit via the Review portal - <https://my.reviewr.com/s2/site/INSPIREProgram2025>

- ✓ Create a login and password
- ✓ Complete required sections (name, organization, state affiliation(s), contact information, etc.)
- ✓ Upload your Executive Summary & final application (*final app must be 1 document; don't separately upload each required form* – **Pro Tip:** Combine your files using [Adobe File Merge](#))
- ✓ Make sure you fully submit the application!



Q&A

What questions do you have for ARC?

Additional Questions?

Email: SUD@arc.gov

Learn More:

<https://www.arc.gov/grants-and-opportunities/sud/>