

ARC Full Application Guide for Construction Proposals

Applications should be arranged in the following sequence and should include the following information. Completed applications should be submitted to the state ARC office by emailing an electronic copy (PDF preferred) to scott.sharp@ky.gov . To save computer storage/memory space please avoid using divider pages.

State ARC Applicant **Section 1: Application Forms and Project Budget**

	N/A	Transmittal Letter from State ARC to ARC HQ (Indicate source of ARC funding, and identify specific ARC goal and state strategy)
		Basic Agency Commitment to Administer ARC funds, addressed to ARC Note that specific certification forms are required for projects to be administered by CDBG or HUD-Entitlement agencies. For applicants interested in DLG serving as the Basic Agency, please contact the ARC Program Manager prior to submitting.
		Federal Standard Form 424 (SF 424) (including ARC and all matching funds)
		Federal Standard Form 424C: Budget Information
		BUDGET INFORMATION and SUPPORTING MATERIALS 1) Engineer's budget, detailing line-item project costs. Project total from engineer's budget should match total on SF 424. *Note that for construction projects only, ARC does not require a breakdown of expenditures by funding source. 2) Funding Need and Match Commitment a) Identify each funding source for the project and the status of each funding commitment. b) Identify each funding source as either: 1) Federal, 2) State, 3) Local or 4) Private. c) Identify each funding source as either 1) grant funds or 2) loan funds. d) Include letters of commitment from each funding source, citing the specific amount of funds committed e) Provide descriptions of specific in-kind resources committed, including the methods used to determine their value. f) Justify why ARC funding is needed at this time, as opposed to other funding sources. 3) 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's match requirements. 4) Funding Need and Match Commitment - a) Identify each funding source for the project and the status of each funding commitment. b) Identify each funding source as either: 1) Federal, 2) State, 3) Local or 4) Private. c) Identify each funding source as either 1) grant funds or 2) loan funds. d) Include letters of commitment from each funding source, citing the specific amount of funds committed e) Provide descriptions of specific in-kind resources committed, including the methods used to determine their value. f) Justify why ARC funding is needed at this time, as opposed to other funding sources. 5) 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's match requirements.
		Federal Standard Form 424D: Construction Assurances
		ARC Memorandum of Understanding

SECTION 2: EXECUTIVE SUMMARY

Provide a two-page executive summary of project goals and strategies, purpose, key activities, strategic rationale, collaborative partnerships, project sustainability and capacity, and impact measures. See the ARC Executive Summary template for format and guidance.

SECTION 3: PROPOSAL NARRATIVE

(suggested length 5-8 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) Provide a one-sentence statement describing the primary purpose of the project, in terms of the activity and its ultimate outcome, e.g., “To create jobs and encourage future development by extending sewer service to homes and businesses.”

b) Describe specific problems or issues the project will address and how these issues impact the community.

c) Provide a Preliminary Engineering Report, architect’s report, or other detailed description of all major construction components. Include details such as linear feet to be constructed, square footage built, acreage served, timelines for starting and completing each component, and alternative approaches that were considered.

d) Identify who will own improvements and provide maintenance for the completed project.

e) Provide evidence of local demand for the project such as letters from key stakeholders, customer data, etc

f) For residential service projects in non-distressed counties, address how the project meets the “Policy for Residential Infrastructure Projects” in ARC’s Project Guidelines. Include letters or other documentation from state health/environmental agencies if relevant.

g) For industrial sites or community facilities, describe approaches to marketing the project to potential users and beneficiaries, including strategic sectors to be pursued and an explanation of who will be responsible for marketing activities.

h) Consistent with ARC’s Project Guidelines, discuss any efforts that may have been made to improve the energy efficiency of the project when compared to similar projects, and any inclusion of green building practices.

i) Describe how the project will ensure access to advanced telecommunications services by incorporating telecom features or allowing for future telecom infrastructure.

3) Relation to Other Local/Regional Activities – Describe the extent of collaboration with other local community, state, regional, and federal partners in the development of the proposal. In what way does the proposed activity represent progress toward fulfillment of a regional strategy (e.g. Comprehensive Economic Development Strategy (CEDS), local visioning process, etc.)?

4) Geographic Area –

a) Identify all counties and census tracts where the project will be physically located.

b) Identify the counties (or census tracts if less than county-wide) included in the project’s service area.

c) Attach area map(s) with the project’s service area clearly marked, and detailed maps or schematics that show the route of utility systems, diagrams of building sites, and floorplans of buildings to be constructed

5) Benefits and Performance Measures -

a) State outputs and outcomes in absolute numerical terms per ARC’s performance measurement guidance.

		Section 3: Proposal Narrative 5) Benefits and Performance Measures Continued - b) Describe other benefits likely to result from the project's construction, such as reduced operating costs due to greater energy efficiency, expanded system capacity, resolution of compliance problems, impact on long-term economic development potential, or anticipated spin-off results. c) Attach letters documenting private sector commitments of jobs retained, jobs created, and leveraged private investment (LPI) when applicable. 6) Grantee Capacity and Project Sustainability - Describe the applicant's strategy for ensuring the project's long-term sustainability (once ARC funds are no longer available) and the grantee's capacity to manage the facility's long-term operations.
		Section 4: Additional Documentation - Other pertinent supporting materials that will lead to a better understanding of the proposed project. Please do not include form letters, financial audits or utility rate structure information.
		Clearinghouse Documentation

Questions concerning your project or the application process should be directed to the ARC State Program Manager.

Kentucky ARC Program Manager

Scott Sharp

Phone: 502-892-3476

email: scott.sharp@ky.gov

Reference Documents:

ARC Strategic Plan:

<https://www.arc.gov/area-development-program/>

State ARC Four-Year Development Plans:

<https://www.arc.gov/?s=development+plans>

ARC Project Guidelines:

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

ARC County Economic Status:

<https://www.arc.gov/match-requirements-for-arc-grants/>

<https://www.arc.gov/classifying-economic-distress-in-appalachian-counties/>

ARC Grantee Forms and Instructions:

<https://www.arc.gov/?s=forms>