

Checklist for Appalachian Regional Commission Non-Construction Project Applications, FY2020

Southern Tier West Regional Planning & Development Board

Section 1: Introduction

- ✓ One-Page Summary/ Cover Page (form)
- ✓ Certification Form (form)
- ✓ Table of Contents/ Checklist

Section 2: Required Application Forms

- ✓ Standard Form 424
- ✓ Standard Form 424B Assurances – Non-Construction Programs
- ✓ Memorandum of Understanding for ARC Projects
- ✓ Self-Sufficiency Statement
- ✓ Sustainability & Phased Effort Questionnaire

Section 3: Project Narrative

- ✓ 3.1 Goals and Strategies
- ✓ 3.2 Project Summary
- ✓ 3.3 Service Area
- ✓ 3.4 Project Workplan
- ✓ 3.5 Strategic Rationale
- ✓ 3.6 Collaborative Partnerships
- ✓ 3.7 Project Sustainability & Grantee Capacity
- ✓ 3.8 Performance/ Impact Measures
- ✓ *Table 3.8 a. Outputs and Outcomes*
- ✓ *Table 3.4 Project Timeline*

Section 4: Budget Information

- ✓ *Table 4.1* Standard Form 424A Budget Information – Non-Construction
- ✓ *Table 4.2* Budget Format B Non-Construction
- ✓ *Table 4.3* Funding Sources and Commitment Status
- ✓ Budget Narrative

Checklist for Appalachian Regional Commission Non-Construction Project Applications, FY2020, cont.

Section 5: Additional Documentation

Supporting Materials

- i. REDC representative support letter (*STW will secure this on your behalf*)
- ii. Match commitment letter(s) in order of dollar value (*highest to lowest*). For all in-kind contributions, please explain how the fair market value was calculated.
- iii. All applicable board or sponsor resolutions supporting the project
- iv. All other commitments demonstrating the project's long-term sustainability

Additional Support Letters

- i. Community and local partners
- ii. Non-financial strategic partners
- iii. Elected Officials (*federal, state, local*)
- iv. All other support letters

Procurement Documentation

- i. Supplies and equipment lists
- ii. Price quotations
- iii. RFP documents
- iv. Local procurement guidelines as appropriate

Credentials Documentation

- i. 501(c)3 or other non-profit status documentation, if applicable
- ii. Key staff and contractor credentials

Technical Documentation

- i. Maps and diagrams
- ii. Surveys
- iii. Agreements
- iv. Other enclosures