

VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

**2015**

**Request for  
Proposals**



# ARC REQUEST FOR PROPOSALS

## TABLE OF CONTENTS

---

<b>PROGRAM AND CONTACT INFORMATION .....</b>	<b>1</b>
<b>VIRGINIA ARC PROGRAM OBJECTIVES .....</b>	<b>3</b>
Virginia ARC Objective I .....	3
Virginia ARC Objective II .....	4
Virginia ARC Objective III .....	5
Virginia ARC Objective IV .....	6
<b>VIRGINIA ARC FUNDING .....</b>	<b>7</b>
Implementation Strategy .....	7
ELIGIBLE APPLICANTS .....	7
Economic Stress Designations .....	7
Funding and Match .....	8
Submission Requirements .....	8
Timetable .....	9
ARC Resources .....	9
Planning District Commission Review .....	9
Letters of Benefit and Support Commitment: .....	10
Proposed Basic Federal Administering Agency and Approval Status: .....	10
APPLICATION REVIEW PROCESS .....	10
<b>ASSET-BASED DEVELOPMENT .....</b>	<b>11</b>
Eligible Projects .....	11
Cultural Assets .....	11
Natural Assets .....	11
Leadership/Community Assets .....	11
Structural Assets .....	11
Business/Economic Assets .....	11
Supporting local existing and expanding businesses; examples are: .....	11
Ineligible Projects .....	12
<b>TELECOMMUNICATIONS .....</b>	<b>13</b>
Eligible Projects .....	13
Planning .....	14
System Development and Technical Support .....	14
Physical Implementation .....	14
Ineligible Projects .....	14
<b>ENERGY EFFICIENCY .....</b>	<b>15</b>
<b>APPENDIX A – CAMS .....</b>	<b>16</b>
<b>APPENDIX B – OUTPUTS AND OUTCOMES .....</b>	<b>18</b>
Goal 1 – Economy .....	18

Goal 2 – Health and Education .....	19
Goal 3 - Infrastructure .....	20
Goal 4 – ADHS System.....	20
<b>APPENDIX C – PROJECT SUMMARY FORMAT.....</b>	<b>21</b>

# **VIRGINIA APPALACHIAN REGIONAL COMMISSION PROGRAM AND CONTACT INFORMATION**

---

The Appalachian Regional Commission, or ARC, is an independent Federal agency created through the Appalachian Regional Development Act of 1965. ARC's mission is to be an advocate for and partner with the people of Appalachia to create opportunities for self-sustaining economic development and improved quality of life.

Virginia is one of thirteen states in the ARC region. The Appalachian Regional Commission programs, other than the Highway program, are administered in the Commonwealth of Virginia by the Virginia Department of Housing and Community Development. The Virginia ARC Program is managed by:

**William C. Shelton**

Director  
ARC State Alternate

**Denise H. Ambrose**

Associate Director  
ARC Program Manager  
(804) 371-7029  
denise.ambrose@dhcd.virginia.gov

***Contacts for the 2015 Competition:***

**Tamarah Holmes, Ph.D.**

Associate Director of Policy and Strategic Development  
(804) 371-7056  
Tamarah.Holmes@dhcd.virginia.gov

**Matthew Weaver**

Senior Policy Analyst  
(804) 371-7067  
Matthew.Weaver@dhcd.virginia.gov

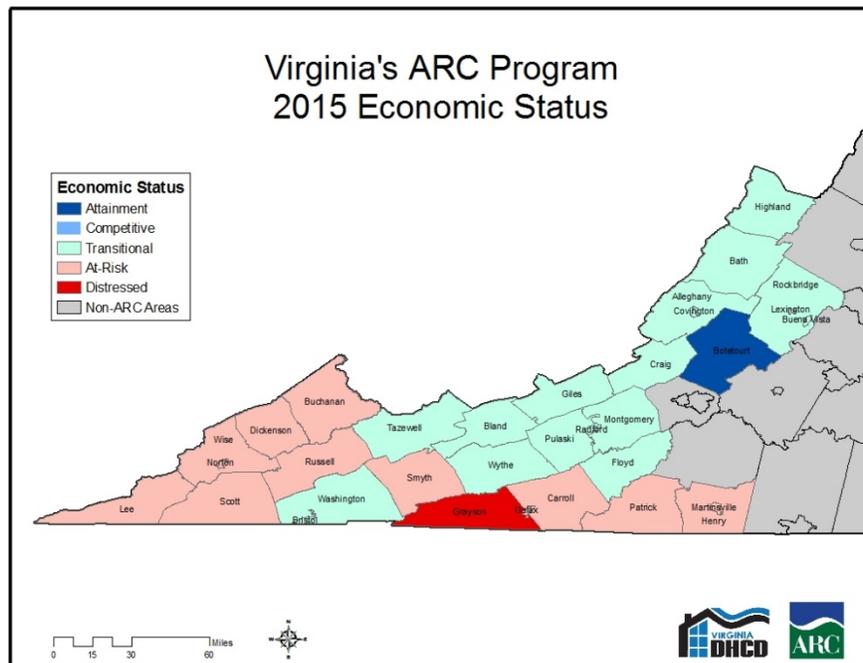
In Virginia, twenty-five counties and eight independent cities are eligible for the ARC program. These localities and their economic stress designation are as follows:

<b>Counties</b>			
Alleghany County	<i>Transitional</i>	Lee County	<i>At Risk</i>
Bath County	<i>Transitional</i>	Montgomery County	<i>Transitional</i>
Bland County	<i>Transitional</i>	Patrick County	<i>At Risk</i>
Botetourt County	<i>Attainment</i>	Pulaski County	<i>Transitional</i>
Buchanan County	<i>At Risk</i>	Rockbridge County	<i>Transitional</i>
Carroll County	<i>At Risk</i>	Russell County	<i>At Risk</i>
Craig County	<i>Transitional</i>	Scott County	<i>At Risk</i>
Dickenson County	<i>At Risk</i>	Smyth County	<i>At Risk</i>
Floyd County	<i>Transitional</i>	Tazewell County	<i>Transitional</i>
Giles County	<i>Transitional</i>	Washington County	<i>Transitional</i>
Grayson County	<i>Distressed</i>	Wise County	<i>At Risk</i>
Henry County	<i>At Risk</i>	Wythe County	<i>Transitional</i>
Highland County	<i>Transitional</i>		

<b>Cities</b>			
City of Bristol	<i>Transitional</i>	City of Lexington	<i>Transitional</i>
City of Buena Vista	<i>Transitional</i>	City of Martinsville	<i>At Risk</i>
City of Covington	<i>Transitional</i>	City of Norton	<i>At Risk</i>
City of Galax	<i>At Risk</i>	City of Radford	<i>Transitional</i>

Virginia receives funding from the Appalachian Regional Commission on an annual basis and through special initiatives for distribution in these localities. Virginia prepares a State Strategy on an annual basis which guides its use of ARC funding.



## Virginia ARC Program Objectives

Virginia's Four Year Development Plan and Annual Strategy Statement identify the objectives of Virginia's program which are consistent with ARC's strategic goals. The state objectives are closely correlated to the Appalachian Regional Commission Goals, and several specific strategies are developed for each objective. Virginia's objectives, the corresponding ARC goal, and the specific strategies are as follows:

### **VIRGINIA ARC OBJECTIVE I**

Promote regional partnerships that support regional economic development, encourage activities that diversify the economic base, enhance entrepreneurial activities, develop a highly skilled, competitive workforce, and provide training and technical assistance to agents engaged in economic development.

#### **ARC Goal:**

Increase job opportunities and per capita income in Appalachia to reach parity with the nation.

#### **Strategies:**

- 1.1 Encourage public-private sector partnerships and regional approaches to economic development, marketing, regional competitiveness, and business assistance.
- 1.2 Develop and market strategic assets for local economies (heritage and cultural tourism and creative economies).
- 1.3 Support tourism activities that are directly linked to overall regional economic development strategies.
- 1.4 Encourage projects which diversify the economic base, including asset-based development and energy-related projects.

- 1.5 Encourage communities and community leaders to develop the skills and tools necessary to use existing and innovative telecommunications technology to assist in their community and economic development efforts.
- 1.6 Participate in business development efforts which will assist existing businesses with expansion activities.
- 1.7 Assist with installation of public infrastructure (water, sewer, fiber) for new business location / expansion, creating jobs for the Region.
- 1.8 Assist in the expansion of the availability of capital for small and medium-sized businesses, including microenterprises and new small technology-based companies through the use of revolving loan funds or other financing mechanisms.
- 1.9 Assist small and medium-sized businesses to access markets for their products, with emphasis on export training and assistance that will enable them to participate in the international marketplace.
- 1.10 Encourage the development of telecommunications and other technologies to assist in improving the participation of Appalachian businesses in the international marketplace.
- 1.11 Support the expansion of value-added businesses and sustainable development strategies to build sustainable local economies.
- 1.12 Capitalize on the economic potential of the Appalachian Development Highway System.
- 1.13 Support programs that will ensure the availability of a workforce with

skills and abilities required to promote economic retention and growth.

- 1.14 Implement workforce readiness programs such as technologically literate workforce training and technological training in math, science, and engineering that will ensure students are given the necessary skills to enable them to find and hold jobs.
- 1.15 Strengthen the delivery of workforce training programs among the various provider agencies in order to improve the business retention, expansion, and formation efforts.
- 1.16 Support programs that will provide access to entrepreneurship training for high school students and adults.
- 1.17 Foster civic entrepreneurship.
- 1.18 Assist communities and regions in establishing ongoing strategic planning and management processes.
- 1.19 Encourage efforts to establish ongoing local and regional civic and leadership development programs.
- 1.20 Encourage Local Development Districts (LDDs) to become more involved in local and regional capacity building.
- 1.21 Support energy-related projects, including research of carbon sequestration, energy-efficiency technologies, alternative energies and biofuels, and coal mine reclamation.
- 1.22 Support projects that encourage broad-based, regional cooperation and provide increased regional economic growth opportunities.

## **VIRGINIA ARC OBJECTIVE II**

Develop a world class work force that is well educated and appropriately trained for the job market, as well as provide adequate health care services throughout the Region.

### **ARC Goal:**

Strengthen the capacity of the people of Appalachia to compete in the global economy.

### **Strategies:**

- 2.1 Provide skill development training for high demand jobs which currently lack adequate training programs (ex. Construction, telecommunications, energy).
- 2.2 Continue to support initiatives that will reduce the school dropout rates.
- 2.3 Support programs that will improve the enrollment of Virginia Appalachians in post-secondary education.
- 2.4 Continue to expand educational opportunities through telecommunications.
- 2.5 Strengthen the delivery of workforce training programs among the various provider agencies in order to improve the business retention, expansion and formation efforts.
- 2.6 Implement work force readiness programs such as technologically literate work force training and technological training in math, science that will ensure students are given the necessary skills to enable them to find and hold jobs.
- 2.7 Encourage educational programs which train students in cultural and heritage arts, such as traditional music and craft production.
- 2.8 Encourage communities and community leaders to develop

knowledge, skills and abilities necessary to use existing and innovative telecommunications technology to assist in their community and economic development efforts.

- 2.9 Encourage the establishment of partnerships and innovative arrangements among health care providers in Appalachian Virginia in order to assure quality care and the efficient use of available health care resources.
- 2.10 Encourage the use of telemedicine technology to assist in the delivery of rural health care services, to include wellness and prevention efforts.
- 2.11 Support projects which include wellness and healthcare prevention efforts.
- 2.12 Continue efforts to place doctors and other medical professionals in medically underserved areas through physician and other recruitment programs.
- 2.13 Support efforts to initiate and expand early childhood education programs.
- 2.14 Support programs to increase access to quality child care.
- 2.15 Encourage local leaders to develop innovative, cost-effective arrangements for delivery of healthcare services, including regional approaches, privatization and service consolidation.
- 2.16 Foster civic entrepreneurship.

### **VIRGINIA ARC OBJECTIVE III**

Assist communities to provide and develop an adequate physical infrastructure to support economic development opportunities and improve the quality of life.

#### **ARC Goal:**

Develop and improve Appalachia's infrastructure to make the Region economically competitive.

#### **Strategies:**

- 3.1 Assist community water supply and wastewater treatment projects that will support private investment leading to job creation or retention.
- 3.2 Assist community water supply and wastewater treatment projects that will support private investment leading to job creation or retention in distressed counties and that will address serious health/environmental compliance problems. Such projects could be proposed to be carried out through a Self-Help method of implementation.
- 3.3 Support continued efforts to expand the Region's stock of safe, affordable housing.
- 3.4 Build and enhance environmental infrastructure, such as brownfields redevelopment and eco-industrial activities.
- 3.5 Support infrastructure projects where installation of telecommunication conduit (dark fiber) is included in construction with the larger infrastructure project, to increase local and regional connectivity.
- 3.6 Provide financial and technical assistance to communities for development of industrial sites and parks, shell buildings, business incubators and micro-enterprises.
- 3.7 Increase accessibility and utilization of telecommunications technology, especially to identify markets and consumer groups.
- 3.8 Support public-private sector partnerships, which provide clear and measurable service outcomes

directly associated with quality sustainable job creation activities, to deploy advanced traditional and nontraditional cost-effective solutions and increase advanced telecommunications infrastructure capacity.

- 3.9 Provide access to child and adult care services in specific work-related environments.
- 3.10 Assist in the local revitalization efforts that will increase the physical and economic revitalization of communities, neighborhoods and downtowns.
- 3.11 Support local access road projects which would result in job creation or retention opportunities or community revitalization.
- 3.12 Help establish multi-county projects for establishing solid waste collection, disposal and recycling.
- 3.13 Foster development of an intermodal transportation network.
- 3.14 Capitalize on the ADHS and its development potential.
- 3.15 Support projects that promote energy conservation, green building, use of eco-friendly resources, and sustainable land-use practices.
- 3.16 Encouraging sustainable economic use of natural resources.
- 3.17 Conserving the natural places in the region for ecotourism.
- 3.18 Supporting land use and development strategies that promote sustainable communities and which

seek to align transportation, housing, economic development, and environmental issues.

## **VIRGINIA ARC OBJECTIVE IV**

Expand and upgrade existing roadways in rural communities to allow greater access to resources and opportunities for increased economic growth.

### **ARC Goal:**

Build the Appalachian Development Highway System to reduce Appalachia's isolation.

### **Strategies:**

- 4.1 Capitalize on the ADHS and its development potential.
- 4.2 Promote a development approach for the ADHS that preserves the cultural and natural resources of the Region while enhancing economic opportunity.
- 4.3 Encourage strategic, appropriate development along ADHS corridors (industrial parks, commercial development, and intermodal transportation).
- 4.4 Continue to support the development of the Coalfields Expressway.
- 4.5 Support infrastructure projects where installation of telecommunication conduit (dark fiber) is included in construction with the larger infrastructure project to increase local and regional connectivity.
- 4.6** Foster civic entrepreneurship.

# VIRGINIA ARC FUNDING

---

## IMPLEMENTATION STRATEGY

Approximately \$2,300,000 is expected to be available in this round of funding for ARC projects. DHCD reserves the option to add additional ARC funds, if available. Final funding figures will be based on Virginia's ARC allocation pending federal budget approval for fiscal year 2015.

This RFP and the funding available is for both the Area Development and Regional Initiatives program. Previous set-asides for Regional Initiatives projects have now been incorporated into the Area Development program, which is a change from previous years. Former Regional Initiatives included Asset-Based Development, Energy Efficiency, and Telecommunications. Projects may still address these activities; however, there is not a separate RFP or set-aside.

Eligible funding requests must meet the following criteria:

- Are clearly described with achievable performance outcomes,
- Applicant has the capacity to implement the project,
- Non-ARC resources are in place to leverage the requested funds,
- Project will be implemented using a collaborative approach, and
- The project is sustainable.

## ELIGIBLE APPLICANTS

Non-profit organizations, educational institutions, Local Development Districts (Planning District Commissions), and state

and local governmental entities are eligible to apply for Virginia ARC funding. Private organizations or for-profit businesses are not eligible to apply.

Nonprofit organizations must demonstrate adequate capacity to be an eligible applicant for ARC funds. To show adequate capacity, an applicant must have fulltime staff, a track record with managing comparable projects, and a current 501(c)3 status.

## ECONOMIC STRESS DESIGNATIONS

Available ARC funding levels are based on the relative economic stress of the applicant's locality. Each eligible locality is classified into one of five categories. A description of this process, from the ARC website ([www.arc.gov](http://www.arc.gov)) is as follows:

The Appalachian Regional Commission (ARC) uses an index-based county economic classification system to identify and monitor the economic status of Appalachian counties. The system involves the creation of a national index of county economic status through a comparison of each county's averages for three economic indicators—three-year average unemployment rate, per capita market income, and poverty rate—with national averages. The resulting values are summed and averaged to create a composite index value for each county. Each county in the nation is then ranked, based on its composite index value, with higher values indicating higher levels of distress.

### *County Economic Levels*

Each Appalachian county is classified into one of five economic status designations, based on its position in the national ranking.

**Distressed**

Distressed counties are the most economically depressed counties. They rank in the worst 10 percent of the nation's counties.

**At-Risk**

At-Risk counties are those at risk of becoming economically distressed. They rank between the worst 10 percent and 25 percent of the nation's counties.

**Transitional**

Transitional counties are those transitioning between strong and weak economies. They make up the largest economic status designation. Transitional counties rank between the worst 25 percent and the best 25 percent of the nation's counties.

**Competitive**

Competitive counties are those that are able to compete in the national economy but are not in the highest 10 percent of the nation's counties. Counties ranking between the best 10 percent and 25 percent of the nation's counties are classified competitive.

**Attainment**

Attainment counties are the economically strongest counties. Counties ranking in the best 10 percent of the nation's counties are classified attainment.

- At-Risk locality which must provide a 30% match for 70% ARC funds, or
- Competitive locality, which must provide a 70% match for 30% ARC funds.

It is generally expected that this will be a cash match; however, in certain projects, it is appropriate for in-kind resources to make up a portion of the match. **In no case shall in-kind resources make up more than 50% of the required match of a project.**

**SUBMISSION REQUIREMENTS**

*This RFP document is intended to serve as a reference as you prepare your application. The actual format and questions are available through DHCD's online application system, CAMS. The system can be accessed by visiting [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov) and selecting CAMS in the upper-right hand corner.*

It is strongly suggested that applicants contact DHCD to discuss the submission of their proposal. This discussion will ensure that the applicant's proposed idea is eligible and will provide insight regarding DHCD's investment philosophy on the proposed project.

All proposals must contain direct responses to all required items and must provide well organized information in the form of complete sentences and proper paragraphs. Only relevant attachments should be included and these should be organized as requested.

**FUNDING AND MATCH**

***Available Funding - Area Development***

The maximum amount of Virginia ARC Area Development assistance available per project is \$500,000 for a Construction project and \$100,000 for a Non-Construction project.

***Required Match***

All Virginia ARC assistance must be matched **dollar for dollar or 50% match** with local (non-Federal) funding, unless the project is in a:

- Distressed locality which must provide a 20% match for 80% ARC funds,

**ALL PROPOSALS MUST BE SUBMITTED THROUGH THE CAMS ON-LINE APPLICATION SYSTEM. CAMS CAN BE ACCESSED THROUGH THE DHCD WEBSITE AT [www.dhcd.virginia.gov](http://www.dhcd.virginia.gov). SEE APPENDIX A FOR ADDITIONAL INFORMATION ON CAMS.**

projects. The PDC role is not to accept, reject, or otherwise screen these proposals.

## **TIMETABLE**

**The deadline for submission of 2015 ARC proposals is Wednesday, September 24, 2014.**

DHCD anticipates completion of proposal reviews by late November 2014. Notice of funding decisions should follow in early 2015. All proposals should include performance targeting, outputs, and outcomes. Outcomes which can be achieved within the one year contract should be identified. Additional long-term outcomes may be projected for up to two years beyond contract expiration and must be tracked.

**Proposals should assume the receipt of contracts and initiation of activities by, but no earlier than, August 1, 2015.** Be aware, if project activities begin prior to ARC approval and contract execution the entire project is at risk of being deemed ineligible. This includes activities funded by match that is used as leverage for the ARC request.

## **ARC RESOURCES**

Applicants are encouraged to visit the ARC website at: [www.arc.gov](http://www.arc.gov). This site contains numerous data sets, research reports, and links to other sources of information.

## **PLANNING DISTRICT COMMISSION REVIEW**

Copies of proposals must be provided to the local Planning District Commission (Local Development District). **This should be submitted to the PDC no later than September 17, 2014.** The purpose of this requirement is to keep the PDC informed of potential projects. The PDCs are also available to assist applicants in developing

### **LENOWISCO PDC**

Mr. Glen Skinner  
P.O. Box 366  
Duffield, Virginia 24244  
Phone: (276) 431-2206

### **Cumberland Plateau PDC**

Mr. Jim Baldwin  
P.O. Box 548  
Lebanon, Virginia 24266  
Phone: (276) 889-1778

### **Mount Rogers PDC**

Mr. Brian Reed  
1021 Terrace Drive  
Marion, Virginia 24354  
Phone: (276) 783-5103

### **New River Valley PDC**

Mr. Kevin Byrd  
6580 Valley Center Drive  
P. O. Box 21  
Radford, Virginia 24141  
Phone: (540) 639-9313

### **Roanoke Valley-Alleghany PDC**

Mr. Wayne Strickland  
P. O. Box 2569  
Roanoke, Virginia 24010  
Phone: (540) 343-4417

### **Central Shenandoah PDC**

Ms. Bonnie Riedesel  
112 MacTanly Place  
Staunton, Virginia 24401  
Phone: (540) 885-5174

### **West Piedmont PDC**

Ms. Leah Manning  
P.O. Box 5268  
Martinsville, Virginia 24115  
Phone: (276) 638-3987

## **LETTERS OF BENEFIT AND SUPPORT COMMITMENT:**

Applicants must be prepared to provide letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting.

Applicants are strongly encouraged to solicit letters from proposed beneficiaries. Letters from potential project partners should be available as evidence of additional project support.

## **PROPOSED BASIC FEDERAL ADMINISTERING AGENCY AND APPROVAL STATUS:**

### **Construction Projects**

All construction projects must have a Basic Agency identified to administer the grant. Identify the proposed Basic Federal Administering Agency and the status of that agency's approval of this project, specifically whether a pre-application or application was submitted and whether that application was approved. Contact DHCD if you need help in identifying the Basic Agency.

### **Non-Construction Projects**

For non-construction projects the Basic Agency shall be ARC.

## **APPLICATION REVIEW PROCESS**

DHCD will review proposals and as necessary, may ask for additional information or clarification. Once projects are selected for funding a recommendation is prepared for the Governor's office. Following announcement by the Governor's office, DHCD will coordinate with successful applicants to revise or in some cases, substantially re-write proposals if needed, complete necessary federal forms, and resolve any outstanding issues that were noted in the review. Applicants must respond by the deadline provided or they may jeopardize funding. Please note the recommendation from the Governor's office **does not** guarantee funding. Once all additional proposal information is returned to DHCD, proposals will be reviewed and then sent to ARC for final approval. ARC will review proposals and may ask for additional information as well. Funding is only secured after ARC has approved the proposal.

# ASSET-BASED DEVELOPMENT

---

ARC may be an appropriate funding source for Asset-Based Development projects with the goal to build a strong and sustainable asset-based economy, bringing jobs and prosperity to Appalachian communities while preserving their character. This program seeks to develop the cultural, natural, community, structural, and local business and economic assets of the Region.

Asset-based development does *not* focus on filling gaps in the development landscape, or on the provision of amenities, which often occurs at the expense of leveraging unique assets and community strengths. For example, supporting a unique community asset like the Carter Family Fold is a compelling asset-based activity, while engaging with local wellness centers, which are not unique to the Region and are based in many mid-sized communities, would not. In general, support for local ballets, provision of water or sewer lines, and studies for access roads do not fit well into an asset-based development framework.

## ELIGIBLE PROJECTS

Implementation of projects which address one of the five key elements of asset-based development are eligible. The five elements are:

### Cultural Assets

Promotion of arts, culture, and heritage products or businesses; examples are:

- Creating heritage trails
- Developing apprenticeship programs
- Supporting locally-based entrepreneurs
- Promotion / branding of cultural assets
- Support for “greening” of traditional industries

### Natural Assets

Capitalizing on the Region’s mountains, rivers, forests, and lands (ecological assets) to promote economic development or to diversify the local economy; examples are:

- Promotion of outdoor sports and recreation
- Value-added farming, organic farming
- Sustainable timbering and value-added processing
- Development of communities as gateways to cultural amenities

### Leadership/Community Assets

Training and preparation of local sparkplugs to be civic leaders; examples are:

- Business / leadership programs
- Technical assistance to establish boards or governing bodies

### Structural Assets

Utilizing the existing built-environment Brownfield redevelopment; examples are:

- Finding new uses for old buildings, such as conversion of overlooked and underused facilities into business or commercial centers, business incubators, or educational uses
- Targeted aspects of downtown revitalization

### Business/Economic Assets

Supporting local existing and expanding businesses; examples are:

- Innovative finance mechanisms
- Educating current and future entrepreneurs
- Physical or operational assistance to a small business incubator that provides a

broad array of entrepreneurial assistance services

- Market research and feasibility studies to identify potential areas for new business or business expansion
- Product development assistance resulting in the creation of new businesses and / or jobs

### **Ineligible Projects**

The following types of proposals will be considered ineligible for 2015 Virginia ARC funding:

- Those that do not support the ARC goals for the Asset-Based Development projects, including those targeting assistance for non-local businesses
- Those that do not present clear outcomes for the Virginia ARC investment
- Those that do not add significantly to currently available resources

# TELECOMMUNICATIONS

---

The Virginia ARC program may be appropriate for telecommunications projects that seek to stimulate economic growth and improve the standard of living in the Region through technology-related avenues. ARC's **Information Age Appalachia** telecommunications and information technology program was created to promote the development of telecommunications in Appalachia, with a special focus on helping the Region's distressed counties. In November 2001, the Commission approved a policy statement for the Information Age Appalachia program:

The Information Age Appalachia program envisions Appalachia as a prosperous and vibrant region with full access to the tools of the Information Age, and possessing the knowledge and capacity to use those tools to compete successfully in the twenty-first-century economy.

The overall program will support the Commission's four strategic goals by focusing on the following four distinct subject areas:

## **Focus Area One: Access and Infrastructure**

Broaden the availability of advanced telecommunications services by promoting increased infrastructure investments from both private sector and government sources.

## **Focus Area Two: Education and Training**

Ensure that the region is supporting today's workforce as well as developing the workforce of tomorrow by integrating technology into K-12 and continuing education programs plus expanding community awareness and training programs.

## **Focus Area Three: E-Commerce**

Improve the competitiveness of businesses in the region by increasing the adoption of e-commerce practices.

## **Focus Area Four: Technology Sector Job Creation**

Increase employment in the technology sector for producer and user industries through investment and entrepreneurship support.

## **ELIGIBLE PROJECTS**

Proposals will be accepted for the following project types:

- Planning
- System Development and Technical Support
- Implementation

Applicants may submit proposals that target a single project type or a combination of project types that marries either: a) Planning and System Development and Technical Support, or b) Planning and Implementation. Projects may not target all three of the project types. Applicants submitting for an implementation and/or a system development project must have completed a Regional Telecommunications Plan last year, and the proposed project must fit within this Plan.

Funding is available for System Development/Technical Support or Implementation projects. However, prior to funding either of these project types, there must be a Community Telecommunications Plan in place for the locality / region that will be served by the proposed project. This Community Telecommunications Plan must indicate that the locality has seriously considered its need and demand for the proposed project.

Examples of eligible project activities are:

***Planning***

- Regional Coordination: PDC wide or multi-county
- Public/Private Partnership strategy
- Community Telecommunications Plan

***System Development and Technical Support***

- Community Business Training and Education Program
- Establishment of Community Cooperative
- Establishment of E-Village
- Development of community tech support

***Physical Implementation***

- Installation of a wireless network
- Installation of “last mile” dark fiber loop
- Installation of a co-location facility/ equipment

**Note:** Installation of “Backbone” is generally NOT an eligible activity.

**Ineligible Projects**

The following types of proposals will be considered ineligible for ARC funding:

- Those that do not support the ARC goals for the Appalachian Telecommunications projects, including those targeting assistance for non-local businesses such as the location of branch plants;
- Those that do not present clear outcomes for the ARC investment;
- Those that do not add significantly to currently available resources;
- Those that have no relevance to the use of telecommunications infrastructure; or,
- Those that include funding for efforts which exclude potential participants based on factors beyond business interest or skill level, including assistance based on religious affiliation or membership.

# ENERGY EFFICIENCY

---

ARC funds may be available to support costs for the actual dollar amount of the Energy Efficiency components of a project. Energy Efficiency investment is intended for projects that have a broad, regional impact or that create a model for future efficiency improvements. General retrofitting of buildings for improved energy efficiency is a low priority for the ARC program. Energy Efficiency proposals must contain complete and detailed responses to the following items:

***Energy Efficiency Questions:***

Identify any energy efficient features to be utilized in this project. Describe any efforts

that were made to improve the energy efficiency of the project, including a discussion of features that were considered but were not included.

Comment on any efforts that have been made to improve the energy efficiency of the proposed project. If any “green building” standards are being utilized, please identify them. Recommended areas that should be discussed are energy efficiency considerations related to the building design, materials used, and technology utilized.

# APPENDIX A – CAMS

---

CAMS is DHCD’s on-line application and grant management system. All 2015 applications for ARC funding must be submitted through CAMS. You can access CAMS at:

<https://dmz1.dhcd.virginia.gov/camsportal/Login.aspx>

In order to access CAMS and complete an application for funding, organizations must complete a profile request. The request for a profile can be made by going to the CAMS site and selecting the “Registration” option. In order to register your organization, you will need your organizations DUNS number and FEIN number. Please allow up to five business days for DHCD to process and approve your registration request.

Once your organization has been registered, you may log in with your username and password and select the “Applications and Programs” option. From this page, select the “Apply” option and select “2015 Appalachian Regional Commission – Area Development” from the dropdown. A description of the program and the button to “apply” will appear.

As you complete the application, be sure to save each page. You have the option to close out of CAMS and return to the application at any time until the application is submitted or the deadline has passed.

**If you need assistance with the registration or completion of the application in CAMS, please send an email request to the CAMS help team through the “contact us” link at the bottom of every page in CAMS.** Someone will contact you as soon as possible to provide needed assistance.

## Helpful Hints

- 1) Remember Construction projects are limited to not more than \$500,000 per project request; non-construction projects are limited to not more than \$100,000 per project request.

For Construction projects, answer the additional Basic Agency and Energy-efficiency questions. If your project is for non-construction, enter “N/A” in the response field.

- 2) If your project also supports an Asset-Based Development, Telecommunications, or Energy-Efficiency effort, select that category as well for additional questions related to those categories. Refer to page 11 for more information on allowable project requests for these categories.
- 3) Save often! It is recommended to save after each question you answer.
- 4) There are required ATTACHMENTS and templates which must be completed based on the project type. Refer to the ATTACHMENT tab for instructions.

- 5) You may submit attachments to support your application. When doing so **you must provide a separate Table of Contents** to outline your attachments. The Table of Contents should indicate the name of the uploaded file and describe the contents of the attachment.

When naming your attachments, use file names which identify the attachment's contents. For example, Preliminary Engineering Report, Operations Plan, Feasibility Study, Project Pictures, and so forth.

- 6) When including ATTACHMENTS, be sure to summarize key elements in the narrative section. Also use the questions in the narrative section to cite certain attachments.
- 7) Preview your application prior to submission.
- 8) You must complete all narrative responses. If a question does not apply, simply enter "N/A".
- 9) If you experience difficulties, contact DHCD. You may contact Matt Weaver directly, however, also note DHCD has created a Help Desk to assist with troubleshooting. The Help Desk can be reached at: [camshelp@dhcd.virginia.gov](mailto:camshelp@dhcd.virginia.gov)

Prior to contacting DHCD, please make note of:

- a) The specific issue (i.e. text is not saving)
  - b) Your browser type (i.e. Internet Explorer)
  - c) Your operating system (i.e. Windows 7)
- 10) Do not wait until the last minute to get started. Allow time to learn how CAMS operates and how to most efficiently utilize the system.

# APPENDIX B – OUTPUTS AND OUTCOMES

## GOAL 1 – ECONOMY

### Measures:

<b>ENTREPRENEURSHIP/BUSINESS INCUBATOR</b>	
Output Measurement – number of <input type="checkbox"/> <i>participants</i> <input type="checkbox"/> <i>businesses served / assisted (existing and new)</i>	Outcome Measurement – number of <input type="checkbox"/> <i>new businesses created or graduated</i> <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>jobs retained</i> <input type="checkbox"/> <i>Leveraged Private Investment</i> <input type="checkbox"/> <i>participants with improved skills or completed program (such as course with certified skills)</i>
<b>EXPORT</b>	
Output Measurement – number of <input type="checkbox"/> <i>participants</i>	Outcome Measurement – increase in <input type="checkbox"/> <i>Export dollars</i>
<b>HIGH VALUE, HIGH WAGE EMPLOYMENT OPPORTUNITIES</b>	
Output Measurement – number of <input type="checkbox"/> <i>new/revised strategic plans</i>	Outcome Measurement – number of <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>jobs retained</i>
<b>TELECOMMUNICATIONS</b>	
Output Measurement – number of <input type="checkbox"/> <i>participants</i> <input type="checkbox"/> <i>businesses hooking on</i>	Outcome Measurement – number of <input type="checkbox"/> <i>new telecommunications sites serving 50 clients per week offering telemedicine, distance learning, governmental or business applications</i> <input type="checkbox"/> <i>number of trainees with improved skills</i> <input type="checkbox"/> <i>miles of infrastructure or new technology deployed</i>
<b>TOURISM DEVELOPMENT</b>	
Output Measurement – number of <input type="checkbox"/> <i>businesses assisted</i>	Outcome Measurement – number of <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>Leveraged Private Investment</i> <input type="checkbox"/> <i>“new” tourists</i> <input type="checkbox"/> <i>revenue generated</i>

## GOAL 2 – HEALTH AND EDUCATION

### Measures:

<b>WORKERS RECEIVING BASIC EDUCATION, SKILLS TRAINING, SKILLS UPGRADING OR CUSTOMIZED TRAINING.</b>	
Output Measurement – number of workers <input type="checkbox"/> <i>participating in skills training activity</i>	Outcome Measurement – number of workers <input type="checkbox"/> <i>obtained employment</i> <input type="checkbox"/> <i>retained employment</i>
<b>STUDENTS PARTICIPATING IN SCHOOL READINESS, DROPOUT PREVENTION, SCHOOL-TO-WORK TRANSITION AND GED PROGRAMS.</b>	
Output Measurement – number of students <input type="checkbox"/> <i>participating in educational activity</i>	Outcome Measurement – number of students <input type="checkbox"/> <i>obtained a GED (within 1 year)</i> <input type="checkbox"/> <i>graduated from high school (at-risk dropouts)</i> <input type="checkbox"/> <i>completed a school readiness activity and tested on grade level entering kindergarten</i> <input type="checkbox"/> <i>entered college after high school (within 1 year)</i> <input type="checkbox"/> <i>entered workforce after participating in school-to-work program (within 1 year) (school/college students)</i>
<b>TELECOMMUNICATIONS</b>	
Output Measurement – number of <input type="checkbox"/> <i>students</i> <input type="checkbox"/> <i>workers</i>	Outcome Measurement – number of <input type="checkbox"/> <i>new telecommunications sites serving workers/students per week</i>
<b>HEALTH CARE PROFESSIONALS RECRUITMENT</b>	
Output Measurement – number of <input type="checkbox"/> <i>health care professionals recruited</i> <input type="checkbox"/> <i>annual patient office visits</i>	Outcome Measurement – number of <input type="checkbox"/> <i>patients with improved health care</i>
<b>INTEGRATED HEALTH CARE DELIVERY</b>	
Output Measurement – number of <input type="checkbox"/> <i>participants</i>	Outcome Measurement – number of <input type="checkbox"/> <i>participants with improved health</i>

### GOAL 3 - INFRASTRUCTURE

*Measures:*

<b>WASTE/SEWER/WASTE DISPOSAL SYSTEM</b>	
Output Measurement – number of <input type="checkbox"/> <i>linear feet</i> <input type="checkbox"/> <i>businesses served</i> <input type="checkbox"/> <i>increase in capacity or storage</i>	Outcome Measurement – number of <input type="checkbox"/> <i>households served</i> <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>jobs retained</i> <input type="checkbox"/> <i>Leveraged Private Investment</i>
<b>INDUSTRIAL PARK/COMMUNITY REVITALIZATION</b>	
Output Measurement – number of <input type="checkbox"/> <i>Linear feet installed</i> <input type="checkbox"/> <i>businesses served</i> <input type="checkbox"/> <i>housing units</i>	Outcome Measurement – number of <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>jobs retained</i> <input type="checkbox"/> <i>housing units</i> <input type="checkbox"/> <i>Leveraged Private Investment</i>
<b>TELECOMMUNICATIONS</b>	
Output Measurement – number of <input type="checkbox"/> <i>participants</i> <input type="checkbox"/> <i>businesses served</i> <input type="checkbox"/> <i>jobs created / retained</i>	Outcome Measurement – number of <input type="checkbox"/> <i>new telecommunications sites offering tele-health, distance learning, governmental or business applications</i> <input type="checkbox"/> <i>Leveraged Private Investment</i>

### GOAL 4 – ADHS SYSTEM

*Measures:*

<b>ADHS CORRIDOR DEVELOPMENT</b>	
Output Measurement – number of <input type="checkbox"/> <i>new revised strategic plans</i>	Outcome Measurement – number of <input type="checkbox"/> <i>jobs created</i> <input type="checkbox"/> <i>jobs retained</i>

# APPENDIX C – PROJECT SUMMARY FORMAT

**(2 page maximum)**

Project Title: Title of the Project

Project Grantee: Provide name, address, and contact information, including email.

County(ies) to be Served: List each county and its designation (e.g. transitional, distressed, etc.)

List the Distressed Area Census Tracts – Use the *County Economic Status and Distressed Area* report in your packet

**Basic Agency:** **Not required for non-construction projects**

Goal/Strategy: Identify the primary ARC Goal and State Objective which the project will address. Specify the State Strategies by number

Purpose: 1-2 sentence statement describing overall purpose of proposed project

Funding:	<u>Amount</u>	<u>%'age</u>	<u>Source</u>
<b>ARC</b>	<b>\$200,000</b>	<b>36 %</b>	<b>ARC AD</b>
Federal	200,000	36 %	RD Grant
State	100,000	18 %	CDBG
Local	50,000	9 %	RD Loan
Local	<u>10,000</u>	<u>1 %</u>	Grantee
<b>Total</b>	<b>\$560,000</b>	<b>100 %</b>	

**Description:** **Description of major activities to be conducted under grant proposal. The description should address who, what, where, when and how for each major activity.**

- Rationale:
- Critical circumstances that compel project to be funded
  - Local, regional and/or state need for project
  - Problems and/or issues that project will alleviate
  - Why this project is a good investment of ARC funds and why the ARC funds are necessary

Benefit:

- Results and accomplishments to be derived from project
- Other non-quantifiable benefits (e.g. new partnerships, improved standard of living, etc.)

Output/Outcome:

- Identify output and outcome measurements (as defined by ARC, see Appendix B)
- Identify Outcomes of this proposal (as defined by ARC, see Appendix B)

Leveraged Private Investment:

Identify anticipated private sector commitments (with associated dollar amounts) and associated job impacts that follow as a result of this project for a three-year period following completion of the project. *Does not apply to Planning Projects.*

# APPENDIX D – APPLICATION QUESTIONS

---

## Goals & Strategies

1- Indicate which of the following four ARC Goals the proposed project will address. Select only ONE goal the proposed project will primarily address:

- a. Economic Development and Job Creation,
- b. Health, Education, and Training,
- c. Infrastructure,
- d. Appalachian Development Highway System.

2- Indicate the State Objective to be addressed by the project. Select only ONE State objectives based on your ARC goal.

- a. Promote regional partnerships that support regional economic development, encourage activities that diversify the economic base, enhance entrepreneurial activities, develop a highly skilled, competitive workforce, and provide training and technical assistance to agents engaged in economic development.
- b. Develop a world class work force that is well educated and appropriately trained for the job market, as well as provide adequate health care services throughout the Region.
- c. Assist communities to provide and develop an adequate physical infrastructure to support economic development opportunities and improve the quality of life.
- d. Expand and upgrade existing roadways in rural communities to allow greater access to resources and opportunities for increased economic growth.

3- Indicate the specific Strategies based on Virginia ARC objective selected in Item 2 for the proposed project. Please list the strategies by number and write out the strategy description that best fits the proposed project (do not just provide the number). Consult the Virginia ARC Annual Strategy for additional information on the Goals and Virginia's Objectives and Strategies. You can find this document at the DHCD website, <http://www.dhcd.virginia.gov/index.php/community-partnerships-dhcd/downtown-revitalization/appalachian-regional-commission-arc.html>.

4- Indicate if your project is a CONSTRUCTION or NON-CONSTRUCTION project. Note there are different forms and questions to be completed based on the type of project.

## Purpose, Description, & Rationale

5- State in one sentence the main purpose of the project in terms of the goal and strategy being addressed (*e.g., To create jobs by providing training for small business owners.*)

6- Indicate the NEED for the project (provide statistical support and resources). This section should address the extent to which there is a need for your proposed project. In addressing project needs,

discuss any relevant data derived from plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers) and include documentation in the ATTACHMENTS section but remember to summarize all key elements in your narrative. There must be a direct and substantial relationship between the proposed project, ARC goal and state objective, and documented community need.

- 7- Provide a detailed description of the project. Describe the proposed project and all major activities such as construction, expansion, or rehabilitation, jobs creation, water or sewer service, employment or health care, etc., location, and the population to be served through which proposed programs (and describe each program). How many jobs will be created or how many persons will receive a new or improved service?
- 8- Explain how the proposed project would fill a void in current services or programs. Specify the need detailing problems or issues to be addressed by the proposed project and the need for ARC resources in addressing the need. Illustrate and summarize the local demand for the project, and provide letters from key stakeholders, customer data, etc. to support these claims in the *ATTACHMENTS* section.
- 9- Discuss the proposed beneficiaries. Applicants must provide letters and other documentation which provide confirmation that the project will benefit the number of individuals it is targeting. Applicants are strongly encouraged to solicit letters from proposed beneficiaries and include in the *ATTACHMENTS* section.
- 10-Explain why the proposed approach is the most beneficial. In addressing project needs, discuss any relevant data derived from plans, studies, statistics, or engineering reports. The sources of such data should be cited (title, date, page numbers) and include documentation in the *ATTACHMENTS* section but remember to summarize all key elements in your narrative
- 11-Identify who will own the improvements and provide maintenance for the completed project (*where applicable*). Enter "N/A" if this does not apply.
- 12-Describe accomplishments and progress to date if continuing an ongoing program (whether or not ARC funded). Describe any evaluations tools or methods that were used to measure the accomplishment and progress.
- 13-*Telecomm projects*- If you are applying for funding to support a telecommunications effort provide a response. If this question does not apply, enter "N/A".

Discuss in detail which of the three eligible telecommunications project types this proposal addresses:

- Planning
- System Development and Technical Support
- Implementation

14-*Telecomm projects*- If you are applying for funding to support a telecommunications effort provide a response. If this question does not apply, enter "N/A".

Discuss in detail how the proposed effort addresses one of ARC's 4 Telecommunications Focus Areas:

1. Access and Infrastructure
2. Education and Training
3. E-Commerce
4. Technology Sector Job Creation

15- *Asset-Based Development projects*- If you are applying for funding to support an asset-based development effort provide a response. If this question does not apply, enter "N/A".

Discuss how this project addresses at least one of the five key elements of asset based development:

1. Cultural Assets
2. Natural Assets
3. Leadership/Community Assets
4. Structural Assets
5. Business/Economic Assets

### **Relation to Other Local/Regional Activities**

16-Describe how the project meets the priorities of local or regional community or economic development plans, and describe efforts to coordinate the project with other area economic development activities.

17-In what ways does the proposed activity represent progress toward fulfillment of a regional strategy?

### **Geographic Area**

18- Indicate which locality (or localities) covered by project benefits and, where possible, the specific location to be impacted by the project as defined by place name, boundaries, building, or other features. Provide a description of either: (a) the geographic area for services and benefits where clients are in relatively close proximity, or (b) the client service area when residency may be scattered over a wide area.

19-Provide a map in the *ATTACHMENTS* of the project service area with census information overlaid or provide list of all census tracts in the service area. If your project only serves part of a Transitional or Competitive County, be very clear about which census tracts are included. ARC tracks activities and benefits in “areas of distress” within Distressed, At-Risk, Transitional, and Competitive Counties.

Attach maps if needed to illustrate the project's service area and proximity to distressed areas and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, water storage tanks, treatment plants, drainage improvements, access roads, location of assisted industry(ies) on site plan, etc. The map(s) should show at least a 10-mile radius, clearly showing roads, appropriate service area, and significant landmarks.

Comment on the project's impact on ARC's designated distressed areas.

## **Benefits and Performance Measures**

20-Describe proposed accomplishments and proposed project activities. Please note that the proposed accomplishments and project activities must be measurable.

Outputs:

Selecting an Output measure from Appendix B, please describe in detail the proposed project activities that will be implemented to achieve the project and associated output measures (quantifiable) to be accomplished. Please note that additional outputs not included in Appendix B may be included as well. Outputs **MUST** be specific, measurable, attainable, relative and time-bound. Percentages may also be used to supplement the application. *For example: provision of at least 4 classroom and 4 individualized follow-up training sessions in business development to approximately 20 entrepreneurs.*

List the project outputs:

21-Outcomes:

Selecting an Outcome measure from Appendix B, please describe the overall desired goal or outcome measurement (including long-term benefit), specific ARC goal, specific State objective to be accomplished. The goal or outcome measure needs to be specific, measurable, attainable, relative and time-bound. Diversification of the local economy and reduction of out-commuting are examples of possible outcomes of a project that includes utility extensions to help an industry locate in a particular market. Consult *Appendix B* for examples of project Outcomes.

22-Identify and discuss methods you will use to document activities, progress, and program effectiveness. Identify any potential barriers to implementing the project and how these barriers will be overcome. Explain how you will make necessary changes to improve program performance.

23-*Energy Efficiency projects* - If you are applying for funding which has an energy-efficiency component provide a response. If this question does not apply, enter "N/A".

Identify any energy efficient features to be utilized in this project. Describe any efforts that were made to improve the energy efficiency of the project, including a discussion of features that were considered but were not included.

24-*Energy Efficiency projects* - If you are applying for funding which has an energy-efficiency component, provide a response. If this question does not apply, enter "N/A".

Comment on any efforts that have been made to improve the energy efficiency of the proposed project. If any "green building" standards are being utilized, please identify them. Recommended areas that should be discussed are energy efficiency considerations related to the building design, materials used, and technology utilized.

## **Grantee Capacity and Project Sustainability**

### *Note to Nonprofits*

*Nonprofit organizations applying for ARC funding must provide the following. Be sure to include these items in the ATTACHMENTS tab.*

1. *A copy of their current designation as a 501(c)3 nonprofit organization.*
2. *A listing of the number and positions of fulltime and part-time staff of the organization. For smaller organizations this should include all staff, while for larger organizations (>15 employees) this can include only the staff associated with this project.*
3. *A detailed synopsis of similar projects managed and implemented by the organization within the last three years.*

25-Indicate the organization type, for example, local government, educational institution, nonprofit, and so forth.

26-Briefly summarize your capacity to undertake the proposed activity by describing previous experience with relevant activities.

27-Provide the names and profiles of the individuals who will be responsible for delivering the project's services or carrying out implementation. Provide the name and profile of the individual with the most project responsibility first, followed by information on the person with the next highest level of responsibility, and continues in this order until all relevant individuals have been identified. Identify the skills, knowledge, and attributes each individual possesses and the value these provide to the overall project effort.

28-If your project involves the procurement of any consultant(s), describe the process that will be used to select this consultant. Will the consultant be solicited through a RFQ? Who will be responsible for evaluating and selecting the best response? What criteria will be used to determine the most suitable responses? Describe proposed qualifications for all consultants and subcontractors, and describe the competitive procedures used to select them.

29-Discuss the implementing organization's ability to carry out the project effectively. Provide the name, description, performance targets, and outcome of two of the most similar and recent projects implemented by this organization. Provide a statement of the other business conducted by this organization and the relationship of this project to this other business.

30-Identify those individuals and organizations, including names and telephone numbers, which have committed to support this project. Provide information on the type and level of support provided and the value of this support to the overall project. Identify any individuals expressing an interest in participating as a project beneficiary, providing, also, their names and telephone numbers. Be prepared to provide letters from these individuals and entities documenting their role in the project upon request in the ATTACHMENTS tab.

31-Explain how this project is ready to proceed. Why is now the appropriate time to undertake this effort? (Note: Projects should be approved by ARC by August of 2015.) The start date should be projected to be no earlier than August 1, 2015. What steps have been taken to get the applicant and its proposed beneficiaries ready for this project? What is the level of energy and degree of will among the organization and its partners to see this effort through? **Complete the Performance Target Table template in the ATTACHMENTS section.**

### **Funding Need and Sustainability**

32-Detail why ARC funding is needed at this time. In addressing the need for ARC resources, discuss why ARC funding is being sought in lieu of other funding.

33-What other funding alternatives exist? How would these alternatives impact the financial feasibility of this project and accessibility to the intended beneficiaries? Please include the status of other funding application (s) and state whether implementation of the project is contingent on receiving the funds from other sources.

34-Discuss the plans for continuation of the project following initial ARC funding (once ARC funds have been expended). If the project is part of a phased effort, indicate future sources of funding, including the current levels of commitment, and strategies for achieving completion of all phases. For all projects, describe the process to be used to ensure long-term sustainability, especially financial sustainability.

### **Budget Information and Supporting Material**

35-Indicate the current status of all non-ARC funds to be used on the project. SPECIFY THE AMOUNT ANTICIPATED FROM EACH SPECIFIC SOURCE. Provide information, where applicable, on the project's position within the funding cycles of each source, the anticipated timing for release of each source of funding, the level of funding commitment received to date. **Complete the BUDGET AND DERIVATION template in the ATTACHMENTS section.** In completing this template be sure to list the specific project activities and the proposed means to support each; it is critical to provide a high level of detail to illustrate exactly which activities will be supported with ARC funds. Be sure to accurately document the source of cost information. **Complete the Construction or Non-Construction budget form and upload any applicable letters of commitment from each funding source, citing the specific amount of**

**funds committed, in the ATTACHMENTS section.**

36-Provide descriptions of specific in-kind resources committed, including the methods used to determine their value.

37-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 match requirements.

38-Leveraged Private Investment: Identify private sector commitments that follow as a result of the completion of this project. Leveraged private investment is different from the funds that leverage the ARC request and are a part of the project budget, and not all proposals will include leveraged private investment. Estimates for the leveraged private investment and associated job impacts for a three-year period following the completion of this project should be included. Letters of commitments by private companies should be available.

For example: Amount of private funds invested in relocating to the project area by Business X as a result of the installation of and access to telecommunications / fiber optics.

39-Provide any additional information necessary to support your proposal. Enter "N/A" if the proposal is complete

# APPENDIX E – ATTACHMENT INSTRUCTIONS

---

You may submit attachments to support your application. When doing so you must provide a separate Table of Contents to outline your attachments. The Table of Contents should indicate the name of the uploaded file and describe the contents of the attachment. When naming your attachments, use file names which identify the attachment's contents. For example, Preliminary Engineering Report, Operations Plan, Feasibility Study, Project Pictures, and so forth. When including ATTACHMENTS, be sure to summarize key elements in the narrative section. Also use the narrative section to cite certain attachments.

## ATTACHMENTS

Proposal Summary: To be completed by all applicants. Attach a maximum 2-page proposal summary in Word in the format shown. Be sure that all budget figures match your derivation of cost worksheet, project budget, and any other supporting documentation.

424 Budget: Attach either the SF424C (Construction) or SF424A (Non-Construction) budget for your project.

Maps: Attach maps if needed to illustrate the project's service area and proximity to distressed areas and for projects providing site improvements, a site map showing proposed improvements, including affected or proposed buildings or facilities, water and sewer lines, treatment plants, access roads, location of assisted industry(ies) on site plan, etc. For all projects, be prepared to provide a map within at least a 10-mile radius, clearly showing roads or appropriate service area at a later time. ALL maps should be LEGIBLE and contain a scale which is clearly marked on the map.

Performance Target Table: To be completed by all applicants. This illustrates the key milestones for the project.

Budget and Derivation Template: To be completed by all applicants. Details the source, amount, and status of funds, along with how costs were derived. Please be sure this figure matches the figures on the Proposal Summary and the Project Budget.

Letters of Support - Attach letters from key stakeholders in support of this project.

PER / PAR / Master Plan: Attach a copy of the PER/PAR or other relevant study for the project. If more than one document, please combine into a zip file. **Construction Projects** – Provide a detailed engineer's budget for the construction project, detailing line-item project costs. Project total from the engineer's budget should match budget figures elsewhere in the application. Explain any discrepancies. **Non-construction Projects** – Provide a detailed budget that includes sources and uses of ARC funds and all non-ARC matching funds. Provide a budget narrative that explains expenditures by line items shown on the SF424A.

Commitment Letters: Attach signed award letters or other documentation showing other funds in the project have been committed.

Basic Agency : All construction projects must have a Basic Agency identified to administer the grant. Identify the proposed Basic Federal Administering Agency and the status of that agency's approval of this project, specifically whether a pre-application or application was submitted and whether that application was approved. Contact DHCD if you need help in identifying the Basic Agency.

Table of Contents: To be completed if additional attachments are included. Should indicate the name of the uploaded file and describe the contents of the attachment. Remember to name attachments based on their content.

The other fields are for additional items in support of your proposal. Please name the files according the content.