

ARC Full Application

Required Attachments to Upload in Pathways (Construction Projects)

Required Documents

The following documents are required to upload into Pathways. The Pathways system will not allow you to submit the project application without uploading these documents.

- FEDERAL STANDARD FORM (SF) 424C* BUDGETARY CONSTRUCTION FORM
- OFFICIAL ENGINEERING OR ARCHITECTURAL BUDGET (PER/PAR): Provide an engineering or architectural budget detailing line-item project costs. The project total from the engineering or architectural budget should match the total on the AFFA/SF 424 as well as the Budget Table/SF 424C
 - If you are using USDA- Rural Development as your Basic Agency, please see their guidelines regarding [preliminary engineering reports](#) and [preliminary architectural reports](#) (pg 164-165).
- Budget Narrative: A document that shows a breakdown of all costs and funding sources, including any costs not included in the PER/PAR (administrative costs, design, equipment, etc).
- Basic Agency Letter: A letter from the entity that will administer your construction grant as a Basic Agency. This should either come from the KY Department for Local Government, or USDA – Rural Development.
- MATCH COMMITMENT LETTERS: Include a letter of commitment from each funding source that specifies the amount of funds committed and the kind of funds committed (grant, loan, cash, in-kind, etc.).
 - Match commitment letters should include the specific funding amount being provided (dollar amount or value of in-kind), description of in-kind match and how value was determined (as applicable), be on letterhead/official document, and contain an authorized signature.
 - If land or property acquisition is part of the project budget or being used as match, a copy of an MAI appraisal or equivalent is required.
- LETTERS OF DEMAND: From businesses and other community stakeholders that attest to the impact of the proposed project (supplements strategic rationale). This is also sometimes referred to as letters of support.
- RESUMES AND/OR POSITION DESCRIPTIONS of key individuals who will manage and operate the project.

- WORKPLAN (required to supplement project activities section): Provide a detailed work plan that includes a description of all major project activities (what will be done and by whom) and timelines for each activity during the project. Include as many details as possible. Find workplan template here: <https://www.arc.gov/resource/workplan-template/>
- Map: Project Service Area: Provide one or more maps of the project site with project components and beneficiaries clearly indicated. Attach maps that are already available (such as Google maps), and note that you may be required to submit maps such as U.S. Geological Survey (USGS) maps and Federal Emergency Management Agency (FEMA) floodplain maps as part of the complete application should your project be selected for consideration; however, such types of maps are not required at the proposal stage.

Other Documents if Applicable

The following documents should be uploaded into Pathways if applicable to your project. Pathways will not prevent you from submitting the project without these documents; however, if the project is submitted and does not include documents that pertain to the project, it may delay review of the project.

- NICRA: A copy of your Negotiated Indirect Cost Rate Agreement (as applicable)
- EQUIPMENT AND/OR SUPPLIES LIST(S): Provide itemized equipment and/or supplies list(s) to supplement what is offered in the associated budget line (as applicable)
- FEASIBILITY STUDIES OR BUSINESS PLANS, ASSET MANAGEMENT PLANS, PRO FORMA FINANCIAL PROJECTIONS to further support rationale or sustainability (as needed). **Feasibility studies are a requirement for tourism projects.**
- LETTERS OF DOCUMENTATION FOR PERFORMANCE MEASURES: If project has “jobs created,” “jobs retained,” or “leveraged private investment” as a performance measure, attach letters documenting job or investment commitments (supplements performance measures) *Business Development projects do not need to include documentation letters for LPI.
- PARTNER ENGAGEMENT LETTERS: Key partners and partner organizations that commit to overseeing specific activities in support of the project (supplements collaborative partnerships)